

ROOM USE APPLICATION

The Bayview International Center for Education and the Arts is owned and operated by the Bayview Foundation, Inc. The purpose of the center is to provide health, welfare, cultural, education, civic, artistic, and recreational services to residents of Bayview Townhouses and the Madison community. Bayview is a multi-cultural neighborhood. Use of the Center is not permitted to groups that discriminate on the basis of race, color, creed, national origin or handicap.

This application must be completed two weeks before scheduled event and approved by Bayview.

(Please Print)

Organization: _____

Address: _____

Contact Name: _____ Telephone # _____

Event Name: _____

Date(s) needed: _____ Hours: From _____ to _____

Group Size: _____ Number of Rooms Required: _____

Fees:

Residents and Programs for Residents: \$ 8.00 per hour

Nonprofits or service Organizations: \$ 8.00 per hour

Other: \$ 20.00 per hour

Deposit: \$25.00 per room. Deposit is subject to forfeiture for damages or cleaning expenses.

I have read and agree to comply with the Building Use Rules. Furthermore, I understand that I/my organization are responsible for the safety of participants.

Signature: _____ Date: _____

Bayview Staff Approval: _____ Date: _____

1. All rooms have rated occupancy. Bayview reserves the right to limit access to groups of too large size.
2. Room requests will be honored when possible; however Bayview staff reserves the right to adjust room assignments as needed.

KITCHEN USE

1. Equipment, utensils, and cleaning supplies inside the kitchen are the property of

Head Start and are not to be used. Users are responsible for bringing their own supplies, except for garbage bags which are provided by Bayview.

2. The kitchen is to be returned to the condition in which it was found.
3. An hourly fee of \$10.00 per hour will be assessed if maintenance services are required to restore rooms to their original condition because of user non-compliance or neglect. This charge is in addition to the \$25.00 security deposit.

Kitchen Check-Off List

Garbage placed in dumpster	
Recyclables washed and placed in appropriate container	
Sinks and counter tops scrubbed clean	
Spills on top of stove and in oven or broiler cleaned	
All fires in oven and burners turned off	
Spills and trash cleaned from floor	
Remove all food brought in for the event	
Turn off exhaust fan	
Shut & lock window, and turn off lights	

Maintenance staff _____ Date: _____

Building Use Rules

1. The Bayview International Center for Education and the Arts is a **SMOKE FREE BUILDING.**
2. **USE OF ALCOHOLIC BEVERAGES IS PROHIBITED INSIDE THE CENTER**
3. Center activities will be conducted only if authorized staff is available.
4. It is the organization's responsibility to clean up and return each room used to the condition in which it was found. Toys and most supplies in the assembly room are the property of Head Start.
5. The contact person/sponsoring organization are responsible for damage to the building.

6. An hourly fee of \$10.00 per hour will be assessed if maintenance services are required to restore rooms to their original condition because of user non-compliance or neglect. This charge is in addition to the \$25.00 security deposit.
7. The contact person/sponsoring organization are liable for all restitution expenses, including those above and beyond the deposit.
8. The deposit (minus any deductions) will be returned within one week after event.
9. Written cancellation must occur 24 hours before a scheduled event in order to receive your full deposit.
10. If your event involves minor children, you are expected to have adequate adult supervision to prevent damage to either participants or the building.

Signature (agree to rules) _____ Date: _____

*Maintenance staff _____ Date: _____