

MEETING PLACE SPECIAL EVENTS AGREEMENT

Building Use Policy (Approved Jan. 28, 2003)

“The Meeting Place encourages the fullest use of the building consistent with safety, harmony and responsibility.

“Groups are expected to select a person or persons who will register for keys, unlock, lock up and clear the building 30 minutes after their meeting ends.

“Others who wish to use the building for social activities, dances, weddings, funerals, counseling, etc. are required to arrange times and keys with the Board of Directors.

“Unauthorized use of the building will be treated as trespassing.”

EVENT _____ DATE _____
HOURS OF USE _____ NUMBER EXPECTED _____
SPONSORING GROUP _____
RESPONSIBLE PERSON _____
ADDRESS _____ PHONE _____
RENT _____ DUE DATE _____ SECURITY DEPOSIT _____ KEY(S) _____
SPECIAL CONDITIONS OF USE _____

EMERGENCY BOARD CONTACT _____

CLEAN-UP CHECKLIST

General cleaning of area
Remove decorations (tape only)
Trash to dumpster, new liners
Empty ashtrays in butt cans
Clear building of loiterers
Turn off interior lights
Lock all exterior doors

Empty all coffee filters
Wash coffee pots
Furniture as you found it
Check halls, stairways
Check windows locked
Lock all interior doors
Pick up outside litter

KITCHEN CHECKLIST

Dishes washed, put away
Prepared food removed
Doublecheck stove is off

Counters wiped down
Trash to dumpster, new liners
Sweep or mop floor

Building rules apply to special events the same as to anyone.

Guiding principle: How would you treat the building if it were yours?

ONE SIGNED COPY TO GROUP, ONE FOR BOARD

GROUP REP _____ DATE _____

BOARD REP _____ DATE _____