

ARMORY YOUTH PROJECT BUILDING USE REQUEST FORM

(Please print)

Name of Event: _____

Nature of Event: _____

Date of Event: _____

Beginning & Ending Times: _____

Set-up Date & Time: _____

Clean-up Date & Time: _____

Rehearsal Dates & Times: _____

Other Required Dates & Times in the Building, Provide Reason: _____

Requested by: _____

Requestor Contact Phone Numbers:

(Home): _____ (Cell) _____ (Work) _____

Email Address: _____

Street Address: _____

Category Type of Requestor: (*Club, Commercial, Education, Individual, Government or Non-Profit Organization*): _____

If Nonprofit, provide Tax ID #: _____

Will there be an admission fee: No Yes

Estimate number attending event: _____

Check rooms needed: (Refer to AYP Floor Plan)

Gym Stage Kitchen Large Bay Game Room

Meeting Room (D, E &/or M), specify room(s) _____

Classroom (E &/or L), specify room(s) _____

Outside Garden Area Fenced Blacktop Area

Indicate how you plan to configure the space needed:

If Kitchen is requested, please complete the following questions:

Food will be:

Prepared on site Brought in for reheating/serving

Event will be for:

Private Party or Public (Advertised event/License Caterer required)

Event will be:

Fund raiser or Without charge

Additional Information/Comments: _____

Office Use Only

Date Request Received: _____
(Date penciled in on calendar)

Sent to Rental Committee _____
(Date)

Received Approval/Denial _____
(Date)

Notified Requestor _____

- Approval/Denial
- Deposit Due & Amount
- Final Payment Due Date
- Copy of Caterer License (if applies)
- Completed paperwork
(Date is now inked in on calendar)

Requestor

- Completes Facilities Use Agreement
- Received copy of Agreement
- Provide information packets
- Schedule appointments with:
 - Office Manager
 - Custodian
 - Kitchen Coordinator

One week prior to event:

- Requestor provides final payment
- Provide Requestor fob and/or key

Set-up by:

- Office Manager
- Other _____

Tear Down by:

- Other: _____

After Hours: _____

Lock/Close _____

Information on the event will be published in the following:

- AYP Facebook Yes No
- AYP Google Calendar Yes No

FEES:

Deposit (Cleaning/Damage) _____

Gym _____

Stage _____

Kitchen _____

Large Bay _____

Game Room _____

Classroom _____

Meeting Room _____

Outside Areas _____

Other _____

TOTAL FEES _____

ARMORY YOUTH PROJECT FACILITY USE AGREEMENT

In signing this contract, the requesting party agrees to the following:

1. A refundable **\$50** deposit (*checks payable to Armory Youth Project (AYP)*), returned if facility is properly cleaned and no damage.
2. Cigarettes, illegal drugs and controlled substances are NOT permitted outside or inside the Armory Youth Project premise.
3. If alcohol is to be served at the event, it must be served by Licensed Bartender and proof of liability insurance provided to AYP Office prior to the event.
4. Acknowledges that the AYP may cancel this reservation and agreement, if an AYP program or event conflict.
5. Agrees to provide final payment **one week** prior to the event, or the reservation is no longer valid.
6. I understand that it is my responsibility, as the requesting party, to interface with the community and volunteers for this event. Examples include phone calls, set up / tear down, advertising and ticket sales.
7. Acknowledge that they have been advised of the specific requirements for the use of the AYP Commercial Licensed Kitchen. The Kitchen Addendum contains the food preparation requirements and clean up checklist. This will be attached to the contract if the Kitchen is rented. In addition, proof of Licensed Caterer engagement, if applicable, will be provided to the Office prior to the event. The Caterer is held accountable to follow the Kitchen Addendum and completion of the cleanup checklist.
8. I understand if snow removal is needed in the fenced blacktop area, I am responsibility to engage and pay the AYP Contractor.
9. Before leaving the building after my event:
 - a. I will make sure the tables, chairs, and other items are put away in their original area.
 - b. I will make sure the areas utilized are clean, i.e.: vacuumed and swept.
 - c. I will make sure if the Kitchen is utilized, that the clean-up check list is followed.
 - d. I will make sure if the Kitchen is utilized, that fans, appliances and lights are turned off.
 - e. I will make sure that the bathrooms have been checked.
 - f. I will make sure that trash/garbage has been removed and placed in the designated dumpster.
 - g. I will make sure the lights have been turned off.
 - h. I will lock all doors (including security bars) and if applicable, the gate to fenced blacktop area.
10. I further acknowledge that they have been advised that failure to comply with this agreement could result in additional fees or loss of future use of facilities.

Signatures:

Requesting Party:

Signature	Print Name/Title	Date
-----------	------------------	------

Armory Youth Project:

Signature	Print Name/Title	Date
-----------	------------------	------