



**BUILDING USE REQUEST FORM**  
(Submit no later than 30 days in advance of event)

(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: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Category of Organization: (Club, Commercial, Education, Individual, Government or Non-Profit): \_\_\_\_\_

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  Activity Room

Meeting Room(s) (D, E, L & /or M), 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 \_\_\_\_\_

Activity Room \_\_\_\_\_

Meeting Room \_\_\_\_\_

Outside Areas \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL FEES** \_\_\_\_\_



**Armory Youth Project**  
**BUILDING USE AGREEMENT**

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

1. Agrees to rental fee and/or refundable deposit, as determined by the Armory Youth Project (AYP) Rental Committee for use of designated areas, as documented on the Request Form. *All rental fees are used to fund programs for AYP.*
2. Final payment is due **one week** prior to the event, *checks payable to Armory Youth Project (AYP)*, or the reservation is canceled.
3. No use of cigarettes, illegal drugs or controlled substances outside or inside the Armory Youth Project premise.
4. 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.
5. Acknowledges that the AYP may cancel this reservation and agreement, if an AYP program or event conflicts.
6. Responsible, 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. Responsible to have completed background checks, at my own expense, for all instructors, volunteers, etc, that will be working with youth during the rental agreement timeframe. With the expectation that copies will provided to AYP, if requested for validation. Also it will be the renter's responsibility to handle any complaints and legal expenses.
8. I have been advised of the specific requirements for the use of the AYP Commercial Licensed Kitchen. If use of the kitchen is part of the rental, I agree to comply with Health Department event licensing and follow food safety and sanitation requirements. 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 same requirements indicated above.
9. If utilize the fenced blacktop area, responsibility to engage and pay the AYP Contractor for snow removal.
10. Before leaving the building after my event: *(Refundable deposit is returned in full, if facility is properly cleaned and no damages).*
  - 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 Kitchen Clean-up check list is followed. (Refer to attachment)
  - d. I will make sure if the Kitchen is utilized, that fans, appliances and lights are turned off when finished.
  - 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.
11. 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 building.

**Signatures:**

**Requesting Party:**

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Signature	Print Name/Title	Date
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**Armory Youth Project:**

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Signature	Print Name/Title	Date
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