

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 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 | ___ | Empty all coffee filters | ___ |
| Remove decorations (tape only) | ___ | Wash coffee pots | ___ |
| Trash to dumpster, new liners | ___ | Furniture as you found it | ___ |
| Empty ashtrays in butt cans | ___ | Check halls, stairways | ___ |
| Clear building of loiterers | ___ | Check windows locked | ___ |
| Turn off interior lights | ___ | Lock all interior doors | ___ |
| Lock all exterior doors | ___ | Pick up outside litter | ___ |

KITCHEN CHECKLIST

- | | | | |
|--------------------------|-----|-------------------------------|-----|
| Dishes washed, put away | ___ | Counters wiped down | ___ |
| Prepared food removed | ___ | Trash to dumpster, new liners | ___ |
| Doublecheck stove is off | ___ | 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