



Thomas A. Baum Senior Center

ROOM SETUP and CLEANING LIST for NON-BSC EVENTS

- All groups must have a representative meet with BSC staff at Center and check out space/room requested at least 2 weeks prior to the event. (CANNOT DO THIS ON SAME DAY OF EVENT)
 - I/group representative will be responsible for myself and any group members abiding by the BSC Code of Conduct.
- Decorations
 - All decorations need to be pre-approved by BSC staff.
 - No candles
 - Cannot use any push pins, nails, etc. on walls
 - Cannot use tape of any kind on walls and floors (See BSC staff for help.)
- Must arrive in advance of the program/activity to set up tables, chairs, decorations, food, etc. (make sure your time requested on the Facility Request Form includes setup and clean up)
- Do not place tables up against walls.
- Space/room used must be returned to its original state (space/room will be inspected by BSC staff and a charge will be assessed if additional cleaning is needed)
 - Floors swept or vacuumed
 - Tables & chairs wiped down and put away
 - All trash MUST be removed from Center and dumped in a dumpster adjacent to the BSC, in the north parking lot.
- Kitchen Use (deposit required-depends on equipment being used)
 - Group responsible for bringing their own paper products, (plates, napkins, utensils, cups, etc.)
 - Group must meet with BSC staff prior to the event (at least 2 weeks in advance) to learn proper procedures and protocols for kitchen use.
 - If serving food/beverages, the group must bring their own condiments, coffee, tea, sugar, creamer, etc. BSC does not provide any of these items.
- Baum Senior Center staff are not responsible for any injury incurred while setting/cleaning up for the event.
- All organizations scheduling events after regular scheduled operating hours are required to pay the required after-hours fee (see below). A deposit of 50% is due at time of room request. If a deposit is not made, room will not be reserved. The balance is due at least 2 weeks prior to the event.

FEE SCHEDULE

\$45/hour for 1- 100 person event

\$50/hour for 101-500 person event

\$55/hour for 501-1000 person event

\$60/hour for 1000+ person event

- **Group Fitness Instructors:** Please provide a current copy of any certifications as appropriate to the Fitness Coordinator with facility request form.
- **Organizations requesting outreach to BSC members:** The BSC welcomes any outside organization that seeks to provide educational presentations to our senior population related to senior issues in an unbiased way. Presenters/Speakers cannot request any personal information from audience members for any reason. The BSC policy and goal is to give our participants general information about all services and resources available to them in our community, state, and federally without promoting any one specific organization or business. The BSC cannot advertise or promote any outside organization and/or non-sponsored events.

(REV 11/23)



Thomas A. Baum Senior Center (BSC) _____ Facility Request Form

Agency/Group Name _____

Event Title _____ Contact Person(s) _____

Home Ph # _____ Work/Cell Ph # _____

Mailing Address _____ City/State/Zip _____

Email Address or Fax # _____

Purpose for Use _____ Open to public ___ yes ___ no

Check Area/Facility/Room(s) Requesting

- Multipurpose Room Kitchen Conference Room Library
- Fitness Room Card/Game Room Arts & Crafts Room Computer Room

NOTE: THE FINAL ROOM ASSIGNMENT WILL BE MADE BY THE BSC STAFF

Date(s) requested _____

Event Starting Time _____ am/pm Ending Time _____ am/pm

NOTE: STARTING AND ENDING TIME SHOULD INCLUDE SETUP AND BREAKDOWN OF ROOM INCLUSIVE OF ROOM SCHEDULING FOR THAT DAY(S). GROUP RESPONSIBLE FOR LEAVING ROOM THE WAY IT WAS FOUND.

Will food be served? ___ yes ___ no Will beverages be served? ___ yes ___ no

NOTE: Groups are responsible for bringing their own paper products (plates, cups, napkins, plastic ware). MUST take trash to the dumpster at the end of the program/event.

_____ #of tables _____ #of chairs Anticipated attendance _____

AV equipment request _____ approved _____ denied _____

NOTE: Additional AV equipment, microphone, screen or podium must be requested and approved by the BSC director in ADVANCE.

Fee (if applicable) – 50% Deposit fee due when reserving room, balance is due 2 weeks prior to event.

\$45/hour for 1-100 person event /\$50/hour for 101-500 person event /\$55/hour for 501-1000 person event/\$60/hour for 1000+ person event

By signing below:

- I agree to adhere to the above requirements and to inform the other group/agency members of such.
- I will inform BSC staff of any changes at least **72 hours** in advance of the event. *The BSC reserves the right to revoke this agreement if the requesting agency/group does not provide advance notice of any event cancellation or is a no-show to a scheduled date and time.*
- I agree to hold harmless from and indemnify Dare County against all claims, losses, suits, actions, costs, counsel fees, litigation costs, expenses, damages, judgments, or decrees by reason of damage to any property or business and/or any death, injury or disability to or of any person arising out of or suffered, directly or indirectly, by reason of or in connection with any action, error or omission of the participant whether by negligence or otherwise in the use of this facility.
- I agree that I have read, understand and will abide by the Thomas A Baum Senior Center's Code of Conduct.

Signature of Agency Representative _____ Date _____

BSC Staff Signature _____ Date _____

FOR OFFICE USE ONLY	staff initials
Event entered into my senior center.	
Event scheduled on master calendar.	
Staff member scheduled for after hours event yes _____ no _____ Name of staff member:	
After Hours fee collected.	

