

BOWMAN COMMUNITY CENTER RESERVATION REQUEST FORM

Date of Application: _____ Date of Event: _____

Applicant Name: _____

Mailing Address: _____

Phone #: _____ Email Address: _____

Activity Planned: _____ Number to Attend: _____

Person picking up & returning key: _____

Applicants must be 21 years of age and will be required to provide a copy of valid identification with the application. **No fees can be charged for entry to the center.** Entire refundable fee must be paid prior to reserving the venue. Deposit is refunded to the applicant *ONLY*.

I have read, understand and agree to comply with all conditions set forth. I agree to abide by the rules and regulations for the Bowman Community Center and understand and agree to the conditions for the use of the Bowman Community Center. Furthermore, I understand I will be removed without a refund if any of these rules or regulations is violated. I release and hold harmless the City of Bowman, and any associated entities from any and all liability, including, but not limited to theft, personal injury, acts of war, or acts of God. I will be solely liable for any claims alleging death, illness or injury resulting from the use of the community center building.

I also understand that I am responsible for the cleaning of the Community Center and that my deposit will be returned only after the Community Center has passed inspection and all other requirements stipulated in this contract have been met.

Failure to abide by the Rules and Regulations of the Bowman Community Center and/or the cleaning guidelines could result in the forfeit of all of my deposit.

Signature of Applicant: _____ Date: _____

(OFFICE USE ONLY)

Staff Signature: _____	ID Copied: _____
Deposit Fee: _____ Cash/Check# _____	Date Paid: _____
Rental Fee: _____ Cash/Check# _____	Date Paid: _____
Deposit Refund: _____ Check# _____	Date Refunded: _____

RULES AND REGULATIONS FORM FOR BOWMAN COMMUNITY CENTER RESERVATION REQUEST

Please read the following requirements and conditions. Your initials indicate your understanding of each rule and condition.

1.	Smoking in the building is prohibited. Smoking is permitted outside the building, please dispose of butts in receptacles.	
2.	Prohibited on the property: Alcohol, controlled substances, firearms or weapons, strobe lights, loud music	
3.	Decorations: Tacks, staples, pins or tape cannot be used on the furniture or walls; Do not hang decorations from ceiling fans or light fixtures; Any decorations tied/fastened to tables or chairs should be removed; Windows may not be blacked out or covered.	
4.	Tables & Chairs: All tables and chairs are to be cleaned and returned to their original positions (placement map provided). Do not slide tables across the floor as this damages the surface of the floor.	
5.	Kitchen & Bathrooms: Sinks, fixtures, counter tops, and appliances must be thoroughly cleaned, removing all items from refrigerator.	
6.	Floors: Floors must be swept and mopped; Gum, candy, wax, scuffs must be removed from floors; Cleaning materials & supplies are provided in the janitor's closet; Mop water is to be disposed of in the janitor's closet mop sink. Use WATER ONLY to mop the floors and rinse mop head thoroughly.	
7.	Trash Removal: All trash must be removed from the building and placed in the dumpster provided. Can liners are provided.	
8.	Exterior: Check and clean up outside areas of debris/litter.	
9.	Before Exiting the Center, please verify the following: All sink faucets are turned off. Thermostats are to be <u>TURNED OFF during the Summer and set to 55 during the Winter.</u> All lights and fans are turned off; and all doors are pulled completely shut and locked. <u>Return of your deposit depends on this!!</u>	
10.	All event functions and cleaning must be concluded by 11:00 p.m.	

TABLES / SEATING

10 ROUND TABLES

EACH TABLE ACCOMODATES 7 PEOPLE
TABLES ARE 60 INCHES IN DIAMETER

9 LONG TABLES

EACH TABLE ACCOMODATES 10 PEOPLE
TABLES ARE 72 INCHES x 30 INCHES

140 CHAIRS

***PLEASE RETURN CHAIRS TO TABLE TOPS OR RACKS AND
TABLES TO CORRESPONDING POSITIONS ON MAP***

ROOM DIMENSIONS

The Main Room:

 51 feet long X 41 feet wide

The Stage:

 23 feet long X 16 feet wide

