FACILITY USE APPLICATION

Bayview International Center for Education and the Arts provides social, cultural, educational, artistic and recreational services to residents of Bayview Townhouses and the greater Madison community. Bayview is a multicultural neighborhood and use of the facility is not permitted to groups that discriminate on the basis of race, color, creed, national origin, or disability.

NOTE: This application must be submitted at least two weeks prior to scheduled event. Use of the facility is pending Bayview staff approval.

APPLICATION DATE: ______________________

ORGANIZATION NAME: ________________________________________________

CONTACT NAME: ________________________________________ EMAIL: 

PHONE: _____________________________ ALTERNATE PHONE: _____________________________

ADDRESS: ____________________________

DATE OF EVENT: _____________________ HOURS*: _________ am/pm TO ________am/pm

*Bayview is only available for use between the hours of 8am and 10pm.

RENTAL FEE AMOUNT DUE: $ _________ = _________ HOURS X $________/HR

($15.00/hr for Bayview residents; $25.00/hr Non-Bayview residents).

SECURITY DEPOSIT DUE: $30.00 Deposit will be returned within 1-2 weeks after event and is subject to forfeiture for damages or cleaning expenses.

**The security deposit and room rental fee checks MUST be paid 48 hours prior to event!
(Make checks payable to: Bayview Foundation)

EVENT DESCRIPTION: ________________________________________________

GROUP SIZE: ________ FOOD SERVED: ___YES ___NO

SOUND EQUIPMENT: ___YES ___NO If yes, does your group plan to use Bayview's PA system? ___YES ___NO Note: A refundable $75 deposit and PA system orientation are required.

ROOMS REQUESTED: __Community Room Downstairs ___Kitchen
__Community Room Upstairs ___Computer Lab

All rooms have rated occupancy (See Facility Use Policies for room occupancy numbers.) Bayview reserves the right to limit access of large groups and to adjust room assignments as needed.

NOTE: Children ages 18 and younger must be supervised AT ALL TIMES.

Staff Use Only:

SECURITY DEPOSIT AMOUNT PAID: ____________________________ [ ___ Check ___ Cash ]
ROOM RENTAL FEE AMOUNT PAID: ____________________________ [ ___ Check ___ Cash ]
PA SYSTEM RENTAL AMOUNT PAID: ____________________________ [ ___ Check ___ Cash ]

STAFF SIGNATURE: __________________________________________ DATE: ______________

<table>
<thead>
<tr>
<th>Security Deposit Returned:</th>
<th>__ YES  __ NO  N/A</th>
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<tbody>
<tr>
<td>PA System Deposit Returned:</td>
<td>__ YES  __ NO  N/A</td>
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<td>Date Returned:</td>
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BAYVIEW FACILITY USE POLICIES

- Bayview International Center for Education and the Arts is a **SMOKE FREE BUILDING.**
- Bayview International Center for Education and the Arts is a **PEANUT FREE BUILDING.**
- **USE OF ALCOHOLIC BEVERAGES OR DRUGS IS STRICTLY PROHIBITED INSIDE THE CENTER.**
- **ALL CHILDREN AGES 18 AND YOUNGER MUST BE SUPERVISED AT ALL TIMES,** as well as event attendees to prevent damage to property or non-compliance with facility use policy.
- **CANCELLATION** of an event must occur through direct communication with Bayview staff at least 24 hours prior to the scheduled event to assure full refund of security deposit. An additional fee of $15/hour may also apply if Bayview staff have been secured and not given sufficient 24 hour notice.
- Events may only take place after authorized staff approval of facility use and is dependent upon space availability. Permission to use the facility may not be transferred by any non-staff person to a third party.
  - Bayview will make every effort for staff availability for scheduled event, however if this is not possible, the event will be cancelled and rescheduled as possible, payment and security deposit will also be refunded within one week.
- All person(s)/organization(s) renting the facility agree to use the utmost care with building and property, and are responsible for clean-up after the event, including, but not limited to:
  - Picking up trash and proper disposal in dumpster outside
  - Cleaning all spills on floors (mopping not required)
  - Sweeping floors
  - Cleaning table and chair surfaces
  - Closing and locking all windows
  - Turning off all lights
  - Folding and storing all tables and chairs in designated areas
  - **KITCHEN USE:** All equipment, utensils, and cleaning supplies inside the kitchen are the property of Bayview and are not to be used. Users are responsible for bringing their own supplies, except for garbage bags. Kitchen MUST be returned to the condition in which it was found and is subject to additional cleaning and maintenance fees and security deposit forfeiture described in this policy.
    - Picking up garbage and proper disposal in dumpster outside
    - Rinsing recyclables and placing in appropriate container
    - Scrubbing and wiping down sinks, stovetop and countertops
    - Cleaning spills on top of stove and in oven/broiler
    - Removing all food brought in for the event
    - Closing and locking all windows
    - Turning off all lights
    - Sweeping floor
    - Closing and locking door
  
  A fee of $15.00 per hour will be assessed and security deposit will be forfeited if maintenance services are required to restore rooms to original condition due to user non-compliance or neglect.

- All Bayview property, other than tables and chairs, unless otherwise specified, should NOT be moved to other areas, used in any way, or damaged. This includes, but is not limited to, artwork on shelves or walls, murals, books, furniture, audio equipment, toys or other supplies. Person(s)/organization(s) must restrict use of the facility to only the areas indicated in the facility use application and may not exceed room occupancy limits.
- All person(s)/organization(s) are liable for any damages to the building or property, including artwork, murals, furniture, etc. **Any damaged property will be subject to security deposit forfeiture, as well as any additional restitution charges to cover expenses.**
- **SOUND SYSTEM/PA SYSTEM USE:** Facility users who utilize Bayview’s PA system are required to pay a refundable $75 deposit and participate in an orientation. Bayview’s PA system is only allowed to be used indoors, within the Community Center.
• **PARKING**: Bayview parking spots are reserved for current Bayview residents. Facility users who are not Bayview residents must park on Braxton Lane or other nearby streets.

**FIRE SAFETY: ROOM CAPACITY MAXIMUMS**

**DOWNSTAIRS COMMUNITY ROOM**
- Concentrated Chairs (*rows of chairs*) = 96 adults
- Standing Room = 135 adults
- Un-concentrated (*fixed tables/chairs and structures*) = 45 adults

**KITCHEN**
This room is to be used as an **un-concentrated** set up only!
- Un-concentrated (*fixed tables/chairs and structures*) = 3 adults

**COMPUTER LAB**
This room is to be used as an **un-concentrated** set up only!
- Un-concentrated (*fixed tables/chairs and structures*) = 20 adults

**UPSTAIRS COMMUNITY ROOM**
- Concentrated Chairs (*rows of chairs*) = 111 adults
- Standing Room = 155 adults
- Un-concentrated (*fixed tables and chairs*) = 52 adults
I hereby understand and agree to all the policies indicated in the Facility Use Application. I agree to hold harmless Bayview Foundation, Inc. (including staff and volunteers) from any and all liability for any injury or damage including, but not limited to, bodily injury, personal injury, or property damage which may result from any person using the facility.

___ Yes. I have read, understand, and agree to abide by Bayview’s policies and procedures.

SIGNATURE: ____________________________________________________________

PRINT NAME: __________________________________________________________

DATE: ________________________________________________________________

EVENT DATE: ___________________________ EVENT TIME: ____________________

STAFF SIGNATURE: ___________________________ DATE: ______________________
BAYVIEW COMMUNITY CENTER DEMOGRAPHICS SURVEY
Please fill out this survey anonymously. Information collected is crucial for center funding

1.) Have you completed another demographic survey this week for any other programs at Bayview?
   ___YES   ___NO

2.) Please circle the number of people in your household:
   1  2  3  4  5  6
   7  8+

3.) How many people in your household have a disability?
   ___ Number of people with a disability

4.) Is this a female-headed household?
   ___YES   ___NO

5.) How many people in your household identify as:
   A). Ethnicity: ___ (non-white) Hispanic or Latino
   B). Race:
      ___Asian/Southeast Asian/Pacific Islander   ___Native American/American Indian
      ___Black/African American                   ___White/Caucasian
      ___Multi-racial                               ___Other

6.) Please circle your household’s maximum gross income:
   Less than $28,000   $32,350   $36,400   $40,400   $43,650
   $46,900             $50,100   $53,350   More than $53,350

7.) Do you attend programs/community events at any other neighborhood centers?
   ___YES   ___NO
   (If yes, where? _____________________________________________________________)

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