Bay City Bowmen (BCB) Facility Usage Agreement

Club Grounds

\_\_\_\_\_\_\_\_\_\_ Grounds around the club checked and cleaned

\_\_\_\_\_\_\_\_\_\_ Tables moved back to original area (by building)

\_\_\_\_\_\_\_\_\_\_ Fire pit outside cleaned and soaked with water (if used)

\_\_\_\_\_\_\_\_\_\_ Club key returned with this report

**Note: The fire pit is for seasonal use only. There is to be no burning of garbage. The fire pit is to be used for cooking and camp fires only.**

**Building and Equipment Check Sheet:**

1. Was the club found in good condition on arrival? Circle one: Yes No

(please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Did you break or misplace any equipment? Circle one: Yes No (please explain)

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3. The following items need repair or attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**The Board appointed person will meet you at the club and explain the process. Please return this report and key within one week of your event. Thank you!**

**Agreement signed:**

**BCB Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**External Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Requirements to use BCB facility:

Bay City Bowmen (BCB) Facility Usage Agreement

* Must come to a Bay City Bowmen’s Board Meeting or send a letter requesting facility
* Must have the majority of the Board Members approving usage
* You must provide insurance if you intend to serve alcohol
* All underage drinking on Bay City Bowmen property is prohibited and violation of this rule will result in the termination of your membership.

Things you must bring:

|  |  |
| --- | --- |
| * Own paper products
 | * Table Covering (if needed)
 |
| * Towels
 | * Plastic Bags
 |

Club Report for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date used \_\_\_\_\_\_\_\_\_\_\_\_

Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: Building has recently been painted. Do not drag anything on the floors. Only certain cleaners can be used on the floor. Do not use tape on the walls, floors or ceiling.**

**General Area**

 \_\_\_\_\_\_\_\_\_\_\_ Floor swept

\_\_\_\_\_\_\_\_\_\_\_ General Appearance is good and all personal articles removed

\_\_\_\_\_\_\_\_\_\_\_ Tables and chairs put back in the original setting

\_\_\_\_\_\_\_\_\_\_\_ Thermostat left at 55°F in both rooms when you leave

\_\_\_\_\_\_\_\_\_\_\_ Make sure all trash containers have empty trash bags

**Kitchen Area**

 \_\_\_\_\_\_\_\_\_\_\_ Floor swept

\_\_\_\_\_\_\_\_\_\_\_ General Appearance is good and all personal articles removed

\_\_\_\_\_\_\_\_\_\_\_ Refrigerator cleaned with warm, soapy water: NO FOOD LEFT!!

\_\_\_\_\_\_\_\_\_\_\_ Equipment Cleaned

\_\_\_\_\_\_\_\_\_\_\_ Make sure all trash containers have empty trash bags

\_\_\_\_\_\_\_\_\_\_\_ Sinks cleaned, no dishes left in them: faucets NOT dripping

\_\_\_\_\_\_\_\_\_\_\_ Stove and oven cleaned with warm soapy water; BURNERS OFF!

**Bathroom Area**

 \_\_\_\_\_\_\_\_\_\_\_ Floor swept

\_\_\_\_\_\_\_\_\_\_\_ General Appearance is good and all personal articles removed

\_\_\_\_\_\_\_\_\_\_\_ Toilet bowls cleaned and toilet NOT RUNNING!

\_\_\_\_\_\_\_\_\_\_\_ Toilet seats cleaned with disinfectant

\_\_\_\_\_\_\_\_\_\_\_ Make sure all trash containers have empty trash bags

\_\_\_\_\_\_\_\_\_\_\_ Sinks cleaned,: faucets NOT dripping

**NOTE all garbage must be off the premise. Garbage must be at the road by Wednesday night (including the week after the event).**