

# COMMUNITY SUPPORT SERVICES

## BUILDING USE FORM

2312 Annie Baxter Avenue, Joplin, Missouri 64804 Ph.417-624-4515 Fax 417-624-9064

This form must be completed and approved before any meeting or activity will be scheduled on the events calendar. Events will be scheduled in the order in which this form is turned in to the office with organization sponsored functions receiving top priority. ALL GROUPS USING CSS FACILITIES (BUILDING, EQUIPMENT, OR GROUNDS) MUST ADHERE TO THE RULES AND GUIDELINES OUTLINED ON THE BACK OF THIS FORM.

Type of Activity: \_\_\_\_\_

Date(s) of activity: \_\_\_\_\_

Name or type of meeting/activity: \_\_\_\_\_

Set up begins: \_\_\_\_\_ Activity begins: \_\_\_\_\_ Ends: \_\_\_\_\_ Clean up ends: \_\_\_\_\_

Contact Persons from representing organization (two must sign)

1. \_\_\_\_\_ Daytime Phone \_\_\_\_\_

2. \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Number of persons expected \_\_\_\_\_ total.

**Children under 18 must have supervision at all times.**

Special Equipment Needed (chairs, tables, etc.): \_\_\_\_\_

**(Please note that the custodian will not be able to set-up and clean up before or after events/activities. Groups are asked to do their own set-up and clean up, failure to do so will result in loss of deposit.)**

**We have read the rules outlined on the back regarding the use of facilities and grounds at CSS facility.  Check if yes.**

**By signing this form we agree to the set rules and guidelines. We accept responsibility for our activity, any damages that might be incurred, and any deposits that are required. Any violation of policies will constitute a forfeiture of deposit(s). We also waive CSS from any liability while using the facility.**

Signature 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature 2: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Received: \_\_\_\_\_

Balance or refund due (circle one) Date: \_\_\_\_\_

Balance received or refund returned by: \_\_\_\_\_

## COMMUNITY SUPPORT SERVICES OF JOPLIN, MISSOURI

### BUILDING AND FACILITY USE GUIDELINES

CSS desires to assist the community in supporting activities which are compatible with the agency's mission. To facilitate this desire and provide for the use and care of the building and equipment, the following schedule and use guidelines have been established for the CMAC Activity Center:

#### 1. Purpose:

The guidelines are intended to govern the use of the building and facilities of CSS for non-routine activities. These guidelines do not cover activities that are regularly scheduled by the agency of its sponsored activities. Request for use of the facilities on a regularly scheduled basis must be made by filling out a Building Use Form which will then be reviewed for approval.

#### 2. Scheduling Procedure and Approval:

Review the following guidelines, fill out the attached Building Use Form and submit that form to the agency office. If possible please submit the Building Use Form at least four weeks in advance of the date of intended use. The contact person listed on the application will be notified whether or not approval is given.

**Hours of rental are 7:00am to 11:00pm only.**

#### 3. Contact Person:

It will be the responsibility of the Contact Person listed on the Building Use Form to:

- Make sure that the facilities are set up for the activity.
- Be present at the activity.
- Ensure that the facilities are cleaned and returned to original condition.
- If a key is checked out, only the Contact Person listed on the Building Use Form may have possession of that key. **(If the key is lost or stolen, no deposit will be returned.)**
- The Contact Person will return the key to the agency office promptly when the activity has ended.
- The Contact Person will insure that all doors to the building are securely locked and lights are turned off.

#### 4. Fees: **A \$50 deposit is required of all non-CSS sponsored groups using the facilities.**

Fees for the facilities will be as follows:

~Minimum \$50 for 2 hours

~\$25 for each additional hour

~Maximum of \$300 per day

**We offer a 50% discount to all CSS employees except for the deposit.**

- #### 5. Permission for use of the facilities is only for the times and dates approved, **and only for the specific areas approved.** Any violations of the agreement may result in additional loss fees for repairs, usage, and/or custodial services.

- 6.** Restrooms are located on the north side of CMAC.
- 7.** Smoking and alcoholic beverages are prohibited in the building and on grounds.
- 8.** The building may not be used for any political functions.
- 9.** Facilities are not available for use for profit-generating activities.
- 10.** No loud or inappropriate (offensive, profanity, etc.) music allowed.
- 11.** CSS activities have first priority before any scheduled events.
- 12.** CSS reserves the right to deny building use at any time.
- 13.** Use of CSS playground equipment is permitted with rental.