



Bahá'í Faith Community Center
6910 E. Shea Blvd
Scottsdale, AZ 85254

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Bahá'í Faith Community Center **Reservation Form and Rental Agreement**

*Please fill-out this form, scan and email to the Programs Coordinator at scottsdalebcpc@gmail.com.

Part 1. Contact Information :

Main Contact(s): _____ **Company name:** _____
Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Home Phone: _____ **Mobile Phone:** _____
Email Address: _____ **Fax:** _____
Alternate Contact: _____ **Phone Number:** _____

Part 2. Complete Event Information (Please Print Clearly)

Event Date(s) Requested: _____

Event Title: _____ **Number of Guests:** _____

Type of Event (Short Description): _____

Areas of the Community Center Requested:

- | | |
|--|-------------------|
| <input type="checkbox"/> Reception Area, Kitchen, Meeting Room | Seats about 60 |
| <input type="checkbox"/> Main Hall only | Seats 230 |
| <input type="checkbox"/> Youth Center, Toddler Room, and Classroom | Seats about 60 |
| <input type="checkbox"/> Whole Center | Max occupancy 378 |

Event Times -- **Set-up Time:** _____ am/pm to: _____ am/pm
Event Time: _____ am/pm to: _____ am/pm
Clean-Up Time: _____ am/pm to: _____ am/pm

Total Event Hours (including set-up and clean-up time): _____ hours

Will you need Audio/Visual Services? Yes No **Will you need to use the Piano?** Yes No

Will there be an admission fee, donation taken, tickets sold, or items or services sold? Yes No

If YES, Explain: _____

Will there be any large equipment or animals brought into the Center premises (i.e. tables, stage, trailers, inflatable bouncy equipment, petting zoos, other)? Yes No

If YES, Explain: _____

If YES, Please Provide **Certificate of Insurance** for vendor providing services. Certificate should list the Scottsdale Bahá'í Assembly as additional insured and the date of the event.

Will vendors be used? (i.e. caterers, band, other) Yes No

If YES, please explain: _____

Part 3. Rental Fees and Charges:

50% of total fees are due at the time of booking, plus the Refundable Security Deposit, and Non-refundable Cleaning Fee.

The Security Deposit, or a portion thereof, may be forfeited if damages incur to the facilities during the event. Please make checks payable to "Bahá'í Faith Community Center".

****Please select area(s) requesting to rent:**

| √ | Center Zones | Fee Schedule | Refundable Security Deposit | Cleaning Fee |
|---|--|--|-----------------------------|--------------|
| | Main Hall, Reception area, and Kitchen | \$300 for the first 2 hours, and \$100 for every additional hour | \$250 | \$80 |
| | Reception Area, Kitchen, and Meeting Room | \$200 for the first 2 hours, and \$80 for every additional hour | \$150 | \$80 |
| | Youth Center, Toddler Room, and Classroom | \$150 for the first 2 hours, and \$60 for every additional hour | \$125 | \$80 |
| | Whole Center | \$400 for the first 2 hours, and \$150 for every additional hour | \$350 | \$80 |
| | **Memorial Service (Main Hall, Reception Area, and Kitchen only) | \$250 for the first 4 hours; \$100 for every additional hour | \$150 | \$80 |
| | **Piano Recital (Main Hall, Reception Area, and kitchen only) | \$150 for 2 hours; \$50 for every additional hour | \$150 | \$40 |

Reservation and Cleaning Fees: \$ _____ **Refundable Deposit:** \$ _____ **Total Fees:** \$ _____

Cancellation Policy: In the event of cancellation, the following charges will apply:

| | |
|---|---|
| Cancellation more than 30 days prior to agreed event date | 100% refund |
| Cancellation 29-15 days prior to agreed event date | 50% refund, plus Refundable Security Deposit |
| Cancellation less than 14 days prior to agreed event date | Only Refundable Security Deposit will be returned |

Right to Change Terms of Agreement:

In the event the facility is not available for rental because of circumstances beyond the control of the Local Bahá'í Spiritual Assembly, the Assembly shall contact the renter and propose alternative dates. Renter shall have the right to accept alternative date(s) or cancel the reservation without penalty. In the event Renter accepts an alternative date, the terms and conditions of the original agreement shall apply.

I have read, understood, and agreed to abide by the Bahá'í Faith Community Center's Rules and Regulations outlined in this document. Additionally, I understand the reserved area will be left clean and damage-free once the reservation is completed.

Initials: _____ Date: _____

Waiver of Liability

The Spiritual Assembly of the Bahá'ís of Scottsdale, and members of the Bahá'í Faith, are hereby released and exempt from all liability for personal injury or property damage arising from undersigned and their invitees' use of the Bahá'í Faith Community Center on the following date(s): _____.

Signature of Responsible Party: _____ **Date:** _____

FOR OFFICE USE ONLY:

Rental Information:

- Date Received: _____
- All information provided
- Refundable Security Deposit: \$ _____
- Center Rental Fees: \$ _____
- Cleaning Fee: \$ _____
- Copy of Liability Insurance (if applicable)
- Total Amount Received: \$ _____ Cash Check # _____ CC

At the end of the event:

- Cleaning Form and Checklist* signed and returned
- Security Deposit refunded \$ _____

APPROVED: _____ **Date:** _____
(Bahá'í Faith Community Center Representative or Assembly member)

Bahá'í Faith Community Center

General Information and Usage Guidelines

Individuals or groups wanting to rent the Baha'i Faith Community Center should fill out the **Reservation Form and Rental Agreement**. The completed form should be scanned and returned to the Bahá'í Faith Community Center Programs Coordinator via email or can be dropped off at/mailed to the Community Center. Reservations are considered accepted upon availability and approval of the Scottsdale Bahá'í Assembly, and upon receipt of all checks for the applicable Center rental fees and Refundable Security Deposit.

Equipment available for use:

- Eight rectangular 8' tables for indoor and outdoor use (each seats 6-8);
- Five round tables for indoor and outdoor use (each seats 4-5)
- Up to 50 folding chairs
- Kitchen facility
- Audio/Visual
- Piano

*Please note: no food or drink is allowed in the Main Hall.

Attendees:

For safety, building and fire code reasons, it is the responsibility of the Renter to ensure that at no time are there more than 378 attendees inside the Community Center at one time.

Parties for children under the age of 18 require one adult chaperone for every ten (10) minor children in attendance.

Orientation Tour:

Upon your arrival on the day of your event, a member of the Center Committee will walk you through a mandatory orientation of the facility. This tour is conducted for your knowledge and safety.

Because a member of the Center Committee may not be in the building during your entire event, it is necessary that you be familiar with the building and be aware of procedures.

You are responsible for providing the following:

- | | |
|--------------------------------------|--------------------------------------|
| • Table linens | • Food |
| • Ice and ice scoops | • Condiments |
| • Coolers | • Napkins |
| • Dish rags, towels, and pot holders | • Centerpieces |
| • Glassware | • Decorations |
| • Plates, bowls, cups, saucers | • Can/bottle opener |
| • Serving plates, bowls and/or trays | • Extension cord |
| • Silverware and/or serving pieces | • Extra trash cans for large parties |
| • Coffee, tea, sugar, cream | |
| • beverages | |

Bahá'í Faith Community Center
General Rules

1. The sponsoring group will be responsible for filling out a ***Rental Cleaning Form and Checklist*** and completing the jobs for each area of the Center in use at the end of the event.
2. **All activities held at the Center must be in harmony with the high ethical standards, conduct and principles that are representative of the Bahá'í Faith.**
3. No alcoholic beverages are permitted at the Community Center.
4. Smoking is not permitted in any part of the Center.
5. No flammable candles are allowed in the Center. Only LED candles are acceptable.
6. No perishable food items should be left at the Community Center with the exception of salad dressing, ketchup, etc. Please mark the date opened on an item if it is going to be left at the Center. Any items left may be discarded without notice.
7. Rearranging of Main Hall chairs is not permissible.
8. No item of Community Center property, whether purchased or donated, may be borrowed or rented.
9. All parties responsible for breakage or damage to the Community Center or its furnishings will be held financially responsible. This includes, but is not limited to, the replacement of item(s), purchase of tools or materials, and labor charges.
10. Food and/or drink is limited to specific areas only. No food is allowed in the Main Hall, library, or on the Information Center desk.
11. Behavior inside and outside the Center, including voice and music levels, should exemplify the highest standards of courtesy and consideration to our neighbors.
12. All children should be supervised by their parent(s) or another adult while at the Community Center.
13. For safety reasons, no children under age 16 are allowed into the kitchen.
14. **Only appropriate dancing is permitted in the Bahá'í Faith Community Center. Appropriate dances would include, but are not limited to, religious or ceremonial dances, and artistic performances.**
15. Unless otherwise designated, guests to the Community Center should only park on paved areas of the grounds or on the street.
16. Please bring a ladder for your decorating use. Due to safety reasons, do not use a chair when decorating. Please remove all decorations from the premises immediately following the event.
17. For weddings, please use birdseeds instead of rice, and for safety reasons, we ask that you use it only outside the building.
18. The host of an event may request use of available equipment or materials in the Community Center. Fees for these items will be determined on an individual basis as necessary.
19. All doors and windows should be kept closed when either heat or air conditioning is in operation.
20. Lights should be turned off when a room is not being used.
21. A member of the Center Committee will be available for an orientation tour before the event. They will not be available to assist you with your event needs other than the initial room set-up and routinely checking in with the responsible party. Gratuity is not required or expected.
22. The Committee has the right to waive or modify any fees or deposits as they see fit.

Bahá'í Faith Community Center
Rental Cleaning Form and Checklist

A **Refundable Security Deposit** is required from any persons or groups, and must be paid in advance of the event. It will be returned if the clean-up is completed after the event.

EVENT: _____ **Date:** _____

| Tasks that need to be done before cleaning fee can be refunded: | Done | Not Done |
|---|------|----------|
| All tables and chairs used are wiped and put away | | |
| Floors are clean, including Patio, and Foyer area | | |
| All carpeted rooms are vacuumed | | |
| Dishes are collected, washed, and dry | | |
| All items used are returned to proper places | | |
| Replace soiled table clothes with clean ones if necessary | | |
| Kitchen: Unplug hot water pot | | |
| Clean coffee machine | | |
| Pots are empty and clean | | |
| All used Dishes are put away | | |
| All garbage is emptied and new bags put in place | | |
| Countertops and stove are clean | | |
| No food is left in fridge un-labeled | | |
| Any room used: Pick up floor | | |
| Collect any dishes and trash | | |
| Put away any games, or other items used | | |
| Pick up all gum, confetti, and glitter | | |
| Straighten children's room, library, Youth Room -- if used | | |
| Turn off unused lights | | |
| Men's bathroom clean (both bathrooms) | | |
| Counter, toilets, and sinks are clean and dry | | |
| Floor is swept | | |
| Toilet paper, paper towels, and soap replaced | | |
| Ladies' bathroom clean (both bathrooms) | | |
| Counter, toilets and sinks are clean and dry | | |
| Floor is swept | | |
| Toilet paper, paper towels, and soap replaced | | |
| Carry out trash from Kitchen, Bathrooms, and other rooms | | |
| *Please bring your own cups, plates, napkins, spoons/forks/knives, and bring your own food and refreshments (tea, coffee, sugar, cream, etc). | | |
| *Note: the Kitchen is not available for cooking. | | |
| You will be charged for anything missing or broken. | | |
| A/V Equipment: | | |

Responsible Party Name: _____ **Signature:** _____

Center Representative Name: _____ **Signature:** _____

(Center Representative to sign and date upon completion and return of this Form at end of event)

Date: _____

Bahá'í Faith Community Center
Kitchen Rules

The Community Center will be a focal point in our Bahá'í Community and cluster, as the Assembly focuses on the essential movements and core activities of the current Plan. It is therefore very important to ensure a safe and healthy environment by keeping all areas clean and orderly.

When hosting or sponsoring an event at the Bahá'í Faith Community Center, please follow these Kitchen rules and guidelines:

1. During an event and usage of the kitchen, **NO child under 16 is allowed in the kitchen.** No exception.
2. **Please wash hands prior to serving food,** and use disposable gloves when cutting fruits or touching food before serving.
3. Familiarize yourself with the placement of dishes and kitchen products in the cabinets so as not to put things back in the wrong place.
4. Feel free to use what is available, but please make sure to wash/clean everything and put them back where they belong.
5. If using sugar, coffee creamer, tea, coffee, paper supplies (plates, cups, napkins), etc: leave a note if you notice that something is almost finish or is already finished – this will allow the Operations Manager to keep the kitchen stocked and avoid last minute rush to the store.
6. No perishable food items should be left with the exception of salad dressing, ketchup, etc.
7. **Please mark the date opened on an item if it is going to be left at the Center.**
8. If leaving cake and/or other food item in the refrigerator from one event for a following event, please leave a note to explain what it is and for what event it is being stored for.
9. **Any items left without a date or explanation may be discarded without notice.**
10. Storage areas should be clean and orderly and supplies put away.
11. Make sure all dishes, coffee makers, tea pots, water dispensers are cleaned and put away.
12. Make sure all countertops are wiped clean.
13. For safety reasons, extension cords and power strips should be used properly. Heat producing items should not be plugged into extension cards, and power strips should not be daisy chained together.
14. Please maintain **environmental awareness:**
 - Eliminate the use of Styrofoam food containers in the kitchen.
 - Eliminate the use of plastic bottles, plastic plates and cups. Please use paper as much as possible.
 - Use non-toxic cleaning materials in the kitchen and other areas in and around the facility as much as possible.
 - Encourage the community to use the recycle bin as much as possible: recycle soda cans, food cans, boxes, newspapers, glass, and plastics.

