



## Facilities Policies and Guideline

### Policy

In conjunction with the mission statement, the Willow Tree Family Center facilities should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational programming of Willow Tree and is harmonious with the purposes of this organization.

The Board will permit the use of the facilities when such permission has been requested in writing by a responsible organization, individual, or group of citizens and has been approved by the Program Director.

Willow Tree facilities shall be available for the below-listed uses. When there is competing interests for use of facilities, approval will be given according to the following priorities:

- A. Classes, special events, consultations, appointments, groups, sessions, activities, meetings, and other uses sponsored by Willow Tree and/or directly related to Willow Tree's mission, vision, values, and goals.
- B. Users and groups indirectly related to Willow Tree and Willow Tree's mission, vision, values, and goals.
- C. Meetings of employees, board members, and other related individuals
- D. Community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, or educational purposes
- E. Private social functions
- F. Commercial or for-profit organizations or individuals offering services for profit (without any charitable cause and/or unrelated to the Willow Tree's mission)

The use of the facilities shall not be granted for any purpose which is prohibited by law.

No liability shall attach to Willow Tree, any employee, officer, or member of this organization specifically as a consequence of permitting access to these facilities.

### Applications

Any organization or individual desiring to use Willow Tree Family Center's Facilities shall complete an application and submit it to the center for approval.

- A. Completed applications for facilities use, when charges are involved, may be required to be accompanied by a deposit.
- B. The Program Director shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of the facilities based on Board policy.
- C. The board will review all requests. If the application is not approved, all deposits included in the application will be returned with the application.
- D. Charges for staffing shall be based on appropriate rate of pay whenever extra pay for employees is required as a result of the use.

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- E. The renter must be at least eighteen (18) years of age and will be responsible for any and all damages incurred during the time designated on this contract.
- F. Willow Tree reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of facilities and to limit frequency of building use by one group or organization at its discretion, and it reserves first claim to the use of its own property. Cancellations may be issued by the Willow Tree board with or without due notice. All approvals are to be granted with this understanding.
- G. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of Willow Tree property.

Groups of persons will not be granted permits when the request is for activities that are in conflict with Willow Tree programs or not authorized by Board policy.

#### Guidelines and Regulations for Facility Usage

- A. User must take reasonable steps to ensure orderly behavior and will be responsible for paying for all damage associated with their use of the facility, equipment, or property.
- B. User will remember to include time for set up and clean up in the event request.
- C. Willow Tree reserves the right to request a deposit or payment of estimated fees in advance.
- D. Activities must be lawful and conform to the regulations of the state and federal government.
- E. Use of tobacco is prohibited.
- F. No unauthorized method of obtaining funds, such as any form of gambling, is permitted in Willow Tree.
- G. Requests for Willow Tree-owned equipment are not included in the direct or indirect costs and may be charged based on request and type of equipment.
- H. The Board reserves the right to require a staff member be present for the event, and the user shall pay any fees associated with this.
- I. No tape, glue, staples, or other adhesive materials will be used to decorate the facilities without permission from the Board.
- J. Excessive damage and/or misuse of the facility, as determined by the Board, may result in the user at the time being billed and/or the loss of privilege to use the facility.
- K. Corridors, exits, and stairways must be free of obstructions at all times.
- L. Willow Tree will not be responsible for any loss of valuables or personal property.
- M. User may be required to purchase event insurance.
- N. If you are unable to have your event, you may apply your payment toward another date depending on availability. If Willow Tree cancels your event, your payment will be refunded.
- O. Each group requesting the use of the facilities must indicate an individual, satisfactory to the Board, who will serve in a supervisory capacity during the use of the facilities. Supervisors are responsible for enforcement of all rules and procedures, as well as the cleaning checklist, and the key.

#### Fees for Use

- A. The use of Willow Tree facilities for activities listed under priority A and C will be free of cost provided that the activities are sponsored by and/or developed in part by the Board.
- B. The use of Willow Tree facilities for activities listed under priority B will fall into the following categories:
  - a. Non-profit groups/free services to families (i.e. support groups or free classes) will be able to use the facilities free of charge.
  - b. For-profit groups (i.e. classes that have a fee) will be able to use the facility for \$20 each time OR 20% of the income from the class, whichever is less. Office space usage is negotiable.

- C. The use of Willow Tree facilities for activities listed under priority D may require a negotiated fee determined by costs incurred for any set-up, use, clean-up, and/or special services. Fees will be mutually determined between the requesting parties and the Board.
- D. The use of Willow Tree facilities for activities listed under priority E-F may require a flat fee, payable in advance, and the cost of additional staff services as may be required.
- E. The user will be responsible for any police fees if necessary.

#### Cleaning Checklist

- Wipe up any mud, spills, tables, counters, and chairs
- Clean any marks
- Clean up any toys or materials used
- Return tables and chairs to original position
- Place garbage in trash cans and in dumpster if needed
- Make sure paper towels and toilet paper in the bathroom is in the trash
- Flush toilets
- Clean coffee pot if used
- Return the thermostat to original temperature
- Turn off any equipment
- Turn off all lights (don't forget the bathroom)
- Close and lock all windows
- Lock doors

#### Guidelines for Key Usage:

1. Key holders may use keys to enter areas in which they have permission during the times that have been approved.
2. Keys are to be used only by or in the presence of the person to which they are assigned.
3. A responsible person must be within sight of the front door if the door remains unlocked during the event. Otherwise, the door should remain locked after all participants have arrived.

#### Lost Key Procedures:

1. First Time: \$50 per key
2. Second Time: \$100 per key
3. 3rd Time: Half the cost to re-key the facility and loss of key privilege



# Facilities Usage Application

To Be Completed By The Applicant:

Group/Individual Making Request: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_

Contact information: \_\_\_\_\_

Check the facilities desired:

Community Room Space  Office Space  Other: \_\_\_\_\_

Purpose of function: \_\_\_\_\_

Cost of admission/fees: \_\_\_\_\_

Describe any items to be sold: \_\_\_\_\_

Types of materials distributed: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Day(s), date(s), time(s) needed: \_\_\_\_\_

Is this a reoccurring class? Buy 5 weeks at \$20/get 1 week free Yes  No

For reoccurring classes only: Is storage space needed for an additional \$10/month? Yes  No

Title/description/registration and contact information you would like listed on the website:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like Willow Tree to aide in marketing this event on social media? Yes  No

"The applicant hereby agrees to indemnify and hold harmless Willow Tree Family Center, its employees and its Board from any liability for damages to any person or property in or about the premises from any cause whatsoever. All persons or groups using Willow Tree facilities shall be responsible for proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by Willow Tree:

Category: \_\_\_\_\_ Fee: \_\_\_\_\_ To be paid by: \_\_\_\_\_ Invoice required Yes  No

Staff needed? Yes  No  Key required? Yes  No  Return key by: \_\_\_\_\_

Key holder's name/address/phone number/email: \_\_\_\_\_

Approved: Yes  No  Placed on Calendar: Yes  No

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



## Facilities Usage Application - Monthly Agreement

**To Be Completed By The Applicant:**

Group/Business Making Request: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_

Contact information: \_\_\_\_\_

Check the facilities desired:

Community Room Space  Office Space  Other: \_\_\_\_\_

Purpose of function: \_\_\_\_\_

Type of business insurance you carry: \_\_\_\_\_

Describe any items to be sold: \_\_\_\_\_

Types of materials distributed: \_\_\_\_\_

Days/Times to be reserved: \_\_\_\_\_

Type of agreement you request (circle one):

<b><u>\$25</u></b>	<b><u>\$30</u></b>	<b><u>\$45</u></b>	<b><u>\$60</u></b>	<b><u>\$75</u></b>
3 hrs/weeks	3 hrs/wk	6 hrs/wk	6 hrs/wk + 3 floating/wk	12 hrs/wk
	Storage space	Storage space	Storage space	Storage space
		Product Sales	Product Sales	Product Sales
			Additional Ad in front	Additional Ad in front
				Renters Insurance

"The applicant hereby agrees to indemnify and hold harmless Willow Tree Family Center, its employees and its Board from any liability for damages to any person or property in or about the premises from any cause whatsoever. All persons or groups using Willow Tree facilities shall be responsible for proper supervision, control, and accommodation of persons attending the activity. The applicant agrees to be responsible for the preservation of order."

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by Willow Tree:**

Category: \_\_\_\_\_ Fee: \_\_\_\_\_ To be paid by: \_\_\_\_\_ Invoice required Yes  No

Staff needed? Yes  No  Key required? Yes  No  Return key by: \_\_\_\_\_

Key holder's name/address/phone number/email: \_\_\_\_\_

Approved: Yes  No  Placed on Calendar: Yes  No

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



## Facilities Usage Application - Consignment Agreement

To Be Completed By The Applicant:

Group/Business Making Request: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_

Contact information: \_\_\_\_\_

Describe any items to be sold: \_\_\_\_\_

Price List: \_\_\_\_\_

Title/description/registration and contact information you would like listed on the website: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that the consignment agreement is 60% to Willow Tree-40% me. I am responsible for paying any sales tax, and must include this when determining the price of the items. I can come in during open hours to pick up any money as long as it is prearranged with the Willow Tree Representative. I understand this is a community center run primarily by volunteers. Willow Tree is not responsible for lost or stolen items.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by Willow Tree:

Category: \_\_\_\_\_ Fee: \_\_\_\_\_ To be paid by: \_\_\_\_\_ Invoice required Yes  No

Staff needed? Yes  No  Key required? Yes  No  Return key by: \_\_\_\_\_

Key holder's name/address/phone number/email: \_\_\_\_\_

Approved: Yes  No  Placed on Calendar: Yes  No

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



# Facilities Usage Application - Hearing Screening Agreement

## To Be Completed By The Applicant:

Group/Business Making Request: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_

Contact information: \_\_\_\_\_

Check Where You Will Be Using the Equipment:

On Site  Off Site (\$5 monthly fee)

I have read and agree to the Hearing Screening Policy:

Yes

I understand that I am responsible for notifying Willow Tree when supplies get low BEFORE supplies run out:

Yes

I understand that in addition to reporting the Hearing Results accurately and according to the policy, I also need to log when I use the hearing screening equipment in the log book for Willow Tree's record (to be used for grant purposes):

Yes

I understand that the equipment is insured, but does not cover negligence on my part. If there is an accident that I am at-fault for, I may be responsible for paying some or all of the \$500 deductible. I will be responsible with the equipment by caring for it appropriately and avoiding situations that would cause damage (i.e. leaving it in the car, not putting away the cords properly, etc.).

Yes

If at any time the equipment is damaged, I will notify the Board President/Executive Director immediately (within 24 hours).

Yes

I understand that I must schedule the use of the hearing screening equipment with Willow Tree Family Center prior to the use and if the equipment is taken off site, I must return it within 24 hours.

Yes

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

## To be completed by Willow Tree:

Fee: \_\_\_\_\_ To be paid by: \_\_\_\_\_ Invoice required Yes  No

Staff needed? Yes  No  Key required? Yes  No  Return key by: \_\_\_\_\_

Key holder's name/address/phone number/email: \_\_\_\_\_

Approved: Yes  No  Placed on Calendar: Yes  No

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