



BEST OF THE BATCH FOUNDATION

Facility Request Form

2000 West Street

Homestead, PA 15120

(412) 326-0119

CONTACT INFORMATION

Event Organizer Name: _____

Organization Name: _____

Organization Address: _____

Event Organizer Telephone: _____

Event Organizer Email Address: _____

Event Organizer Signature: _____

Date: _____

EVENT INFORMATION

Event Name: _____

Event Date: _____

Arrival Time: _____

Exit Time _____

Number of People Anticipated: _____

Youth Oriented (yes/no): _____

Nonprofit Organization (yes/no): _____

Admission Charges (if applicable): _____

Type of Activity Being Conducted: _____

PROCEDURE

Review the regulations for use of BOTB facilities. Complete this form and return to lwilson@batchfoundation.org with a description of the event and certificate of insurance (liability coverage of at least \$1,000,000) signifying Best of the Batch Foundation as an additional insured.

Facility Space Requested (select all that apply):

Gymnasium (Full)		Gymnasium (Half)		Cafeteria		Kitchen		Conference Room	
Dance Room		Learning Pod 1		Learning Pod 2		Learning Pod 3		2 nd floor Office	
Gaming Room		Makers Space		Sound Studio		Loft Left (3 rd flr.)		Loft Right (3 rd flr.)	
Fitness Room		Parking		Front Balcony		Observation Deck		Lobby	

Amenities and Services (select all that apply):

Tables		Chairs		Table/Chair Assembly		Traffic/Parking Attendants		Event attendants	
A/V System		Microphone		Stage/Assembly		Signage Design		Signage Assembly	
Cleaning (basic)		Cleaning (enhanced)		Storage		Written Directions			

(see next page for additional information)**PROCEDURE**

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ESTIMATE FOR FACILITY USE AND SERVICES

The following estimate is based on the description of the event provided by the event organizer in the EVENT INFORMATION section of this form. The estimate is subject to change should the description of facility use or services requested change.

Setup/Breakdown (tables, chairs, linen and furniture):

Facility use and staff:

Cleaning/Sanitation:

Security (if secured by BOTB):

Best of the Batch Foundation encourages use of the facilities by a variety of groups. However, the Best of the Batch Foundation discourages groups from reserving facilities and then not using them. This practice restricts other potential users from gaining access. Therefore, the Best of the Batch requires a 25% non-refundable deposit a minimum of 60 days prior to the event. Cancellation will be accepted by emailing the business office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval at the business office. Cancellations due to inclement weather will be considered an emergency.

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REGULATIONS FOR USE OF BEST OF THE BATCH FOUNDATION FACILITIES

Procedure for Requesting Facilities

1. All requests for the use of facilities by ALL groups/organizations shall be made through the BOTB. Requests shall be submitted on the BOTB application form at least fourteen days prior to the date the specified facilities are desired.
2. Final approval with estimate will be provided to the organization once eligibility is determined.
3. No reservation will be made until the application and certificate of insurance (see Section C) are returned and approved by the Executive Director or designee.
4. Users will pay a deposit of 25% up to \$250 and be billed for the balance after the event in accordance with the agreed upon fee and any additional charges assessed due to excessive cleaning or garbage removal. All checks should be made payable to the Best of the Batch Foundation.
5. Organizations and groups using BOTB facilities must designate one adult member of its group to oversee and be responsible for the program or activity at the time application for use of the facilities is made. This person shall in turn be responsible to the Executive Director of the BOTB or designate.
6. The BOTB reserves the right to request an organization to arrange for fire police to be present in the case of large group meetings. Such arrangements must be made with the proper officials in the police departments. The exact number of police required and rates to be paid will be determined by the police department. Fees shall be paid directly to the fire police.

Restrictions in Use of Facilities

1. No group will be permitted use of BOTB facilities if it interferes with BOTB programs.
2. Smoking is prohibited on all BOTB property (indoors and outdoors). Organizations will be assessed a fine if smoking occurs at events.
3. The sale or use of alcoholic beverages is strictly forbidden. If this ruling is violated, the renting organization may be denied the privilege of any further rentals. Special permits may be considered at the sole discretion of BOTB.
4. Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports.
5. The BOTB assumes no responsibility for properties left on the premises by the applicant.
6. A "certificate of insurance" with liability coverage of at least \$1,000,000 and naming the Best of the Batch Foundation as an additional insured must accompany applications. The user of the BOTB facility must assume full responsibility for personal injury to participants and spectators. Please consider this statement our Hold Harmless Clause.
7. Any group using the BOTB facilities, is required to restore to original conditions any property destroyed or suffering from more than normal wear and tear. The BOTB shall be the sole judge of destruction of property or excessive wear and tear.

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