

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)

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

3. The following items need repair or attention: _____

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** _____

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Requirements to use BCB facility:

- 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
- Towels
- Table Covering (if needed)
- 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).