**DeSales Building Usage Application**

Complete form and email to jane@theabowmanhouse.org. Call 315-797-0748 for questions.

**Name of Non-profit Organization**: Click or tap here to enter text.

**Address**: Click or tap here to enter text.

**Person in Charge/Point of Contact**: Click or tap here to enter text.

**Daytime Phone**: Click or tap to enter text. **Evening** **Phone**: Click or tap to enter text.

**E-mail Address**: Click or tap here to enter text.

**Name of Event**: Click or tap here to enter text.

**Date of Event**: Enter date **Start Time**: Enter text **End Time**: Enter text

**Time Needed for Set Up**: Enter text **Clean Up**: Enter text

**Space(s) Needed**: Choose an item.

**Will you be serving refreshments?** Choose an item.

**If so, what will be served?** (no alcohol) Click or tap here to enter text.

**Chairs and tables are available for use. Will you need them?** Choose an item.

**Number of Attendees:** Click or tap to enter text. **Age Range of Attendees**: Enter text

Proof of insurance and full payment at $25.00 per hour are required before approval. Payment is for the number of hours that the event will take place. A current insurance certificate naming the DeSales Center, Inc. AND Thea Bowman House, Inc. as additional insureds must be submitted at least two weeks prior to event. Make checks payable to DeSales Center, Inc. and mail all correspondence to 731 Lafayette Street, Utica, New York 13502.

**Fee**: $ Enter text **Paid on**: Enter date

**Insurance Certificate Received on**: Enter date

As the responsible party, I have read the auditorium rental policies on page two and agree to its terms.

**Signature of Person in Charge:** Click or tap to enter text. **Date**: Enter date

**Request Approved By:** Click or tap to enter text. **Date**: Enter date

AUDITORIUM RENTAL POLICIES

DeSales Center, Inc. rents its auditorium facilities for use by non-profit organizations. Each application will be reviewed by a member of the board of directors of the DeSales Center, Inc. The organization requesting the use of facilities must:

A. have goals and activities compatible with the mission of the DeSales Center,

B. have activities which do not conflict with regularly scheduled events,

C. have well defined leadership to accept financial responsibility for any damages or expenses incurred as a result of the activities, and

D. agree to abide by the regulations for use of DeSales Center facilities.

REGULATIONS FOR USE OF FACILITIES

1. Alcohol and drugs are prohibited in the building.

2. Smoking is prohibited in the building.

3. Materials must not be placed on the walls of any room.

4. Custodial assistance is not included. Users are expected to leave the facilities in the same condition found upon entering.

INSURANCE COVERAGE

A current certificate of liability insurance is required of all organizations using the DeSales Center facilities. Insurance certificate must name the DeSales Center, Inc. AND Thea Bowman House, Inc. as additional insured.

If you do not have insurance coverage for a specific event, you should contact your insurance agent or you may contact our insurance agent, Gates-Cole Associates in New Hartford, about insuring your event. The phone number is 315-732-5183. Even though we only charge for the event times, please do not restrict coverage times but be sure coverage is for the event.

FEE FOR USE OF SPACE

The fee for use of space is $25.00 per hour for the times of the event. Make checks payable to DeSales Center, Inc.

Fees for the use of the DeSales Center auditorium and its facilities are requested to cover such expenses as utilities, maintenance, depreciation of property and equipment and insurance.

Wi-Fi is now available in the auditorium. Please ask for the password if you need to use it.