



EVENTS SPACE RENTAL FORM

Requestor: _____

Phone: _____ Email: _____

Organization: _____

Date of Event: _____ Start Time: _____ End Time: _____

Description of Event:

Room(s) needed for event:

- Multipurpose Room Studio A Studio B Lobby
 Podcast Room Entire Building

Pre-production Plan

When will you come in to set up for your event Date _____ Time _____

Who will set up? (recommendation at least two people)

(minimum 1 hour Before event start time)

Items to consider: Props or items for distribution, Rearrange chairs or tables, Setup food, and drinks

Guest sign-in form including Name, Phone number, Email address

Any other Pre-production Needs

Zoom _____ Live on channel _____ Other _____



SETUP

Room(s) have to be set up hours before the event starts. Setup time must be discussed and scheduled at the time of booking. We allow for some outside furniture (such as tables, chairs, etc.) for your event. The executive director must approve ALL furniture and decorations before setup begins.

Most of our equipment is movable and can be removed from the room if requested. Other equipment must remain if it is not able to be moved. Our equipment is also available for use. Make requests for our equipment at booking, and a BCA staff member must be present throughout the event to control the equipment.

TAKEDOWN

Room(s) must be cleaned and returned to their original condition. Equipment moved out of the room will be replaced by a BCA staff member. Please do not move the equipment. Trash must be taken out to the dumpster outside at the back of the parking lot. Do not leave garbage from the event in the building. Please wipe down all used furniture and equipment after use. All chairs and tables must be folded, stacked, and left in the room for a BCA staff member to return to their storage.

All guests must exit the building by the end of the event. Likewise, all event workers must leave the building by the end of takedown.

CLEANING

All areas used must be cleaned after the event and returned to their original state. For example, if you use the kitchen, please wash any used dishes, remove any food from the refrigerator, and throw out any food left out. Likewise, dispose of cups or napkins left around the building.

FOOD & BEVERAGES

We do not allow food or beverages in our studios or podcast room. Any food or drink spilled on our equipment may cause irreversible damage. It will be the responsibility of the event requestor and the organization hosting the event to pay for damages and the replacement of the equipment. Food and beverages are allowed in the multipurpose room, kitchen, offices, or lobby. Please make a special request at booking—no alcohol in the building. Smoking in the building is prohibited.

LIABILITY



The requestor and the organization are fully responsible for all the guests and the rooms used and furniture, decoration, vendors, music, and any other persons or items used for this event. Any damages made to the building and any equipment, artwork, furniture, and all other BCA property will be the requestor's responsibility. The requestor and organization must pay for the replacement or repair cost of any damages made from the event.

All guests in the building, including the organization and requestor, are only allowed to occupy the rented spaces, restrooms, exits, and pathways leading to the entries.

Requestor Printed Name

Date

Requestor Signature

Date

Approved by:

Media Center Director

Date