



## **POLICY STATEMENT**

It is the policy of Boyertown Area Multi-Service to provide our services and the use of our facility to persons without regard to race, color, age, sexual orientation, marital status, religion, national origin of ancestry, disability or handicap.

It is the policy of Boyertown Area Multi-Service, Inc. to deny our services and to deny the use of our facility to any person or organization that discriminates against persons based on race, creed, color, age, sexual orientation, marital status, religion, national origin of ancestry, disability or handicap.

## **MULTI-SERVICE REIMBURSEMENT POLICY**

1. Regular Center activities have first priority on space. Activities may be rescheduled to accommodate special functions with the approval of the Center Membership Executive Committee, the Center Director and the Executive Director.
2. Any group or individual wanting to use the facility must submit a completed application subject to approval by Center Director and Executive Director.

Fees:                      All fees must be paid by check or money order.  
Reimbursement for expenses-\$50.00 per hour  
Cleaning/Damage Deposit -\$100.00  
Custodian - \$50.00  
Dance Floor - \$200.00 (optional)

## **REGULATIONS FOR FACILITY USE**

-Applications for use of the Multi-Service Facility must be completed and filed at the Center at Spring Street at least fourteen (14) days before desired date of use.

-When requesting facility usage time (hours), please include set up, take down, and cleaning time.

-A \$100.00 cleaning/damage deposit is required. The fee will be returned if the building and equipment are left clean, undamaged, and in proper order.

-A \$50.00 custodian fee will be applied to each rental.

-A dance floor is available for a \$200.00 fee.

-Reimbursement fees and the \$100.00 cleaning/damage deposits are due once the application has been approved by the Center Director and Executive Director. A signed Facility Usage Agreement will be given to the renter once deposits have been received.

-Overtime is defined as time exceeding the time specified on the application. Any change in requested time must be made at least fourteen (14) days before the scheduled event.

- Overtime hours will be charged at one and one-half (1-1/2) time the hourly reimbursement rate.
- The extension of time of an event will also be determined by the availability of the facility and the willingness of the building attendant to stay longer than previously scheduled.
- Multi-Service will mail refunds within fifteen (15) days after the event.
- Persons using the facility must have approval prior to moving equipment or furniture; after the event everything must be returned to its original order.
- Use of facility does not include access to or use of the offices or cooking facilities.
- If decorations are affixed to the walls or doors, please use painters tape (will be provided). Please do not use pins, nails, tacks, masking tape, duct tape or scotch tape.
- Smoking is not allowed in the facility or anywhere on the premises.
- The use of alcoholic beverages is limited to beer and wine and must be supplied by those renting the facility. Alcohol can be served but cannot be sold to those attending an event. Serving to minors is strictly forbidden.
- Those using the facility must be sure the building is cleaned, all furniture returned to original location and all persons out of the facility by the time specified on the application.
- Those requesting use of the facility are expected to clean the area after the event.
- A building attendant is available to show where cleaning supplies are located, but attendants are not responsible for clean up.
- Prior to the beginning of the event, the building attendant will review a check list with the person requesting use of the facility to confirm the condition of the area to be used. After the event, the same procedure will be followed to determine the condition of the area.
- Full garbage cans are not to be left inside or outside of the building. Roll cans to designated trash pick up area, tie bags shut, and throw into dumpster. (Return empty cans to facility.)
- All tables and chairs are to be wiped off thoroughly.
- All spills on the floor, including the kitchen, are to be mopped up. All trash on the floor is to be picked up or swept and disposed of appropriately. Cleaning supplies will be available.
- If a caterer is used, the person requesting use of facility is responsible to see that all kitchen surfaces are wiped clean. Spills in the ovens and microwave are to be wiped clean. The caterer must remove all of their equipment, etc.
- No garbage or debris of any kind is to be left outside or inside the facility.
- The facility does not provide usage of cooking utensils, china, glassware, silverware or linens.
- A refrigerator/freezer is available for use. No food is to be left in either the refrigerator or freezer. If left in the unit, the facility has the right to use it or discard it.