

DISTRICT ONE COMMUNITY CENTER FACILITY APPLICATION

N7261 WARRIOR AVENUE, BLACK RIVER FALLS, WI 54615

HOCHUNK NATION

PHONE: (715) 284-0905 FAX: (715) 284-0487



THE PURPOSE OF THE DISTRICT 1 COMMUNITY CENTER (D1CC) FACILITY USE POLICY IS TO DESIGNATE RESPONSIBILITY TO MAINTAIN THE BUILDING'S CLEANLINESS.

	MULTI-PURPOSE ROOM (1 ST Floor)
	COMMUNITY EDUCATION ROOM (2 ND Floor)

Please clean thoroughly after each event, as D1CC has no Housekeeping or Maintenance Staff

APPLICATION DATE: _____

DESCRIPTION OF EVENT: _____

DATE OF EVENT: _____ **BEGIN TIME:** _____ **END TIME:** _____

APPLICANT REQUESTING: _____

ADDRESS: _____

PHONE: _____ **Extension** _____

TERMS AND CONDITIONS: (Please Check To Acknowledge)

- District 1 Community Center is NOT responsible for lost or stolen articles.
- You are entering the facility at your own risk, D1CC is NOT responsible for personal injuries.
- Applicant will ensure their party will only be limited to occupying rooms requested.
- Applicant is responsible for setting up their own tables and chairs.
- Applicant is responsible for any and all damages to the facility during their event.
- **FOR AREA(S) NOT CLEANED PROPERLY, THE APPLICANT WILL RECEIVE A PHONE CALL TO RETURN TO COME BACK AND CLEAN WHAT IS MISSED.**
- If the applicant shows a blatant disregard for this policy and refuses to clean, we will not be able to allow the applicant to make future facility request with D1CC.

AGREEMENT

I HEREBY AGREE TO COMPLY WITH ALL TERMS AND CONDITIONS AS LISTED ABOVE. I AM RESPONSIBLE FOR ALL ITEMS LISTED ON THE D1CC CLEANING CHECKLIST.

SIGNATURE OF REQUESTING PARTY: _____ **DATE:** _____

APPROVED

DENIED

D1CC MANAGEMENT SIGNATURE: _____ **DATE:** _____

D1CC CLEANING CHECKLIST

PLACE ALL GARBAGE IN THE OUTSIDE DUMPSTER	
KITCHEN D1CC <i>does not provide</i> coffee, cups, or cooking utensils (DO NOT dump grease outside or down any drains) GREASE CONTAINER Located OUTSIDE near garbage bin	
Sweep floors	
Mop floors	
Sink needs to be cleaned (No debris left in sink or drain) for sanitary reasons.	
Dispose of frybread grease properly. Grease bin outside located near garbage	
NO FOOD OR DRINKS ARE TO BE LEFT BEHIND in/on Cabinets, "Pantry" ,Counters, Floor or Refrigerators "SANITARY CLEANLINESS" Thank you.	
Clean and wipe off counters	
Make sure gas stove turned off	
Clean and wipe the stove top off	
MULTI-PURPOSE ROOM (1st Floor)	
Sweep floors	
Mop floors	
Wipe down tables and chairs	
Remove all decorations	
Set-up & Take down tables/chairs	
COMMUNITY EDUCATION ROOM (2nd FLOOR)	
Vaccum floors & remove garbage from room	
Wipe down tables and chairs	
BATHROOMS Make sure garbage, towels, toilet paper picked up off the floor.	