

DISTRICT ONE COMMUNITY CENTER FACILITY APPLICATION

N7261 WARRIOR AVENUE, BLACK RIVER FALLS, WI 54615

PHONE: (715) 284-0905



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

APPLICATION DATE: _____

	MULTI-PURPOSE ROOM (1 ST Floor)	GYM	Floor Cover	No Cover
	COMMUNITY ROOM (2nd Floor)	STUDIO (2 ND FLOOR)		
	KITCHEN	LIBRARY	SEWING ROOM	

HCN TRIBAL ID# 439A00 _____ DEPARTMENT _____

DESCRIPTION OF EVENT: _____

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

APPLICANT REQUESTING: _____

EMAIL: _____ PHONE: _____

TERMS AND CONDITIONS: (Read & Please Initial)

Applicant assumes complete supervision or designee and event participants

- _____ Applicant assumes all RESPONSIBILITY for personal liability
- _____ 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 & take down tables and chairs AND PUT AWAY appropriately.
- _____ Applicant is responsible for any and all damages to the facility during their event.
- _____ For areas not cleaned properly, Applicant will receive a phone call to return to come back and finish cleaning.
- _____ 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.
- _____ D1CC Management reserves the right to cancel a reservation at any time for any reason.
- _____ D1CC Key Issued is the responsibility of the applicant or their designee. LOST OR DAMAGED KEY REPLACEMENT - FEE COST.

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 ON **PAGE 2** OF THIS APPLICATION

SIGNATURE OF APPLICANT: _____ DATE: _____

KEY DESIGNEE NAME: _____

APPROVED

DENIED

D1CC MANAGEMENT SIGNATURE: _____ DATE: _____

DATE/TIME KEY ISSUED: _____

APPLICANT INITIALS: _____

DATE/TIME KEY **RETURNED**: _____

D1CC STAFF: _____

CLEANING CHECKLIST



APPLICATION DATE: _____ Event Date/Time: _____

APPLICANT: _____

CLEANING SUPPLIES IN PANTRY ROOM NEXT TO KITCHEN	Initial completed tasks & return checklist to D1 Front Desk
PLEASE EMPTY ALL GARBAGE CAN BAGS IN THE OUTSIDE DUMPSTER CHECK OUTSIDE AND FIRE PIT AREA FOR LITTER	
KITCHEN Coffee, paper products,cooking items are the responsibility of applicant	
<u>Please Do Not Dump Grease Down Drains or on Ground Outside</u> <u>Used Grease Disposal Dumpster is located out by Trash Bins</u>	
Sweep and Mop Floors	
Clean and wipe off counters, cabinet doors & drawer surfaces, walls (as needed)	
Clean Main and Small Sinks and Drains	
Return all borrowed dishes and appliances cleaned and back where found	
Make sure Gas Stove & Oven turned off	
Remove and/or dispose of all unused and left over food and beverages	
Clean Stove Top, Microwave, Frig/Freezer Doors	
MULTI-PURPOSE ROOM & HALLWAY (1st Floor)	
Sweep floors and Mop Floors	
Set-up & Take down Tables/Chairs Wipe down Tables and Chairs after use	
Remove Decorations/Tape No Nails or Tacks on walls Please not Glitter	
Applicant Comments:	
COMMUNITY EDUCATION ROOM (2nd FLOOR)	
Vaccum Floors Empty Garbage	
Set-Up & Take down tables/chairs Wipe tables and chairs after use	
RESTROOMS (Hallway) Empty Garbage, Wipe down Toilets and Sinks (as needed) Sweep and Mop floors (as needed)	
Applicant Comments: 	

THANK YOU FOR YOUR HELP