

BLAINE-BIRCH BAY PARK & RECREATION DISTRICT 2 FACILITY RESERVATION BBBPRD2: 7511 Gemini, Blaine, WA 98230 * (360) 656-6416 * info@bbbprd2.com		APPLICANT: Please complete, sign, date & return to BBBPRD2 with payment of \$_____
Deposit: \$100 / Refundable		
APPLICANT INFO		
GROUP/EVENT NAME	REQUESTED DATE(S)	
GROUP LEADER/APPLICANT	TIME IN: TIME OUT:	
MAILING ADDRESS (STREET)	TELEPHONE	
CITY/STATE/ZIP CODE	ALTERNATE PHONE	
EMAIL ADDRESS		
EVENT DETAILS		
CHECK WHICH AREAS OF FACILITY TO BE USED: <input type="checkbox"/> GYM <input type="checkbox"/> MEETING ROOM		
SPECIFIC ACTIVITY (DETAILS OF EVENT)		
GROUP SIZE OR APPROX. NUMBER		
(SPORTS) EQUIPMENT NEEDED (Please list number of balls, tables, chairs, etc.)		
PERSON(S) RESPONSIBLE FOR CLEANUP	TELEPHONE	
APPLICANT AGREEMENT		
GROUP LEADER/APPLICANT agrees to all of the terms and/or conditions of this Facility Activity Permit and attached addendum/regulations. Failure to comply may result in forfeiture of part or all of any required damage deposits.		
GROUP LEADER/APPLICANT SIGNATURE	DATE	
HOLD HARMLESS AGREEMENT		
I recognize that the activity I propose to conduct at the Birch Bay Activity Center involves risk of injury and by entering into this agreement, I, _____, as the person in charge, agree to defend, indemnify, and hold harmless the BBBPRD2, its representatives, and/or assignees for injury or property damage suffered by myself or anyone in connection with or incident to the rental of The Blaine-Birch Bay Park and Recreation District 2 under this agreement.		
SIGNED	DATE	
APPLICANT: Bring your copy of this form to the event. <i>FOLLOWING PORTION FOR OFFICE USE ONLY</i>		
FOLLOW-UP REPORT		
FACILITY AREA WAS LEFT IN <input type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE CONDITION		
COMMENTS BY MANAGER OR OTHER BBBPRD2 REPRESENTATIVE		
BBBPRD2/MANAGER SIGNATURE	DATE	

GYM CARE CHECKLIST

Equipment put away	<input type="checkbox"/>	Lights out	<input type="checkbox"/>
Tables/Chairs cleaned, picked up	<input type="checkbox"/>	Parking lot clean	<input type="checkbox"/>
Bathrooms cleaned	<input type="checkbox"/>	Garbage taken to dumpster	<input type="checkbox"/>
Floors swept / mopped	<input type="checkbox"/>	All doors & Exit doors locked	<input type="checkbox"/>

ACTIVITY CENTER RULES:

1. **Do not** drag tables, chairs or other heavy objects; take care not to scratch the floor.
2. **No** nails, staples or tacks may be used on walls, floors or furniture.
3. **Clean**, soft soled shoes or gym sneakers only
 - a. Please wipe feet and check shoes for rocks and gravel before entering gym
 - b. If you're shoes have sharp heels, please remove before entering the gymnasium.
4. **No** smoking in the building or within 25 feet of any doors or windows.
5. **Do not** move the benches without permission from staff.
6. **No dragging equipment**, chairs, tables, or benches across floor. Lift and carry all items – ask for assistance if you are unable to carry equipment safely.
7. Bring a rug or blanket to place under any equipment that could potentially damage the gym floor.
8. **All equipment/toys** must be approved by staff before entering gym.
9. **No** gum chewing inside the gym.
10. **No** Food or Beverages allowed in Gymnasium, (unless prearranged with staff) water in plastic container only.
11. **No** rough play or abusive language.
12. Basketballs / Volleyballs are for playing basketball/volleyball and should not be kicked or thrown at people or walls.
13. Absolutely **no** glass containers or sharp instruments allowed in the gym.
14. **No** dunking or grabbing of the nets, this will result in removal from the gym for the remainder of the day; multiple offenses will result in disciplinary action and membership termination.
15. The emergency exits are for emergencies only. Please use the main entrance door for entering and exiting the building.
16. You are responsible for keeping your valuables out of sight and secure. The NWPRD2 will not be responsible for lost or stolen property. Please do not remove any items from the Activity Center that do not belong to you.
17. Children under the age of 14 must be supervised by a responsible adult at least 18 years of age or older.
18. **Please** keep bathrooms clean.
19. **Please** report any problems or damage that occurred during the use of the building within the next 24 hours.
20. All rules and regulations are subject to change at the discretion of the NWPRD2 staff without notice. This will only be done to increase the quality of service provided and to insure all guests are safe.

Thank you for your full cooperation in this matter!

I have read and agree to abide by the above Activity Center Rules.

Signature:

Date: