



Bahá'í Faith Community Center
6910 E. Shea Blvd
Scottsdale, AZ 85254

info@scottsdalebahai.org
www.scottsdalebahai.org

— Contact —
Primary (Mina): 773-575-2684
Secondary (Bijan): 623-341-7612

Bahá'í Faith Community Center Facilities **BAHÁ'Í EVENT Reservation Form**

*Please fill-out this form, scan and email to the Programs Coordinator at bcprogramscoordinator@gmail.com.

Today's Date: _____

1: Contact Information

Is this a Bahá'í Assembly-sponsored event? No Yes If Yes, which Bahá'í Assembly: _____

Main Contact(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____ Fax: _____

Alternate Contact: _____ Phone Number: _____

2: Complete Event Information (Please Print Clearly)

Event Date(s) Requested: _____ Time: _____ to _____

Event Title: _____

Type of Event (Short Description): _____

Approximate number of attendees: _____

Will you need the A/V system? No Yes Will you need to use the Piano? Yes No

Will you be showing a video? No Yes If yes, Title of video: _____

** Any video must be approved by the Scottsdale Bahá'í Assembly before showing.*

Event Times -- Set-up Time: _____ am/pm to: _____ am/pm

Event Time: _____ am/pm to: _____ am/pm

Clean-Up Time: _____ am/pm to: _____ am/pm

Total Event Hours (including set-up and clean-up time): _____ hours

*You are responsible for set up and clean up. A Center Usage Checklist will be provided to you and will need to be returned, completed and signed, at the end of the event.

*You are responsible for bringing your own paper products (plates, cups, etc) and all refreshments and drinks (including coffee, tea, sugar, cream, etc.)

Areas of the Community Center Requested:

- | | |
|--|-------------------|
| <input type="checkbox"/> Reception Area, Kitchen, Meeting Room | Seats about 88 |
| <input type="checkbox"/> Main Hall only | Seats 230 |
| <input type="checkbox"/> Multipurpose: Youth Center, Toddler Room, and Classroom | Seats about 60 |
| <input type="checkbox"/> Whole Center | Max occupancy 378 |

Please make sure to initial and sign below

I have read, understood, and agreed to abide by the Bahá'í Faith Community Center's Rules and Regulations. Additionally, I understand the reserved area will be left clean and damage-free once the event is completed.

Initials: _____ Today's Date: _____

Waiver of Liability

The Spiritual Assembly of the Bahá'is of Scottsdale, and members of the Bahá'í Faith, are hereby released and exempt from all liability for personal injury or property damage arising from undersigned and their invitees' use of the Bahá'í Faith Community Center on the following date(s): _____.

Print full Name _____

Authorized Signature _____ Date _____

Bahá'í Faith Community Center
General Information and Usage Guidelines

Individuals or groups wanting to rent the Baha'í Faith Community Center should fill out the **Reservation Form and Rental Agreement**. The completed form should be scanned and returned to the Bahá'í Faith Community Center Programs Coordinator via email or can be dropped off at/mailed to the Community Center. Reservations are considered accepted upon availability and approval of the Scottsdale Bahá'í Assembly, and upon receipt of all checks for the applicable Center rental fees and Refundable Security Deposit.

Equipment available for use:

- Eight rectangular 8' tables for indoor and outdoor use (each seats 6-8);
- Five round tables for indoor and outdoor use (each seats 4-5)
- Up to 50 folding chairs
- Kitchen facility
- Audio/Visual only
- Piano

*Please note: no food or drink is allowed in the Main Hall.

Attendees:

For safety, building, and fire-code reasons, it is the responsibility of the Renter to ensure that at no time are there more than 378 attendees inside the Community Center at one time.

Parties for children under the age of 18 require one adult chaperone for every ten (10) minor children in attendance.

Orientation Tour:

Upon your arrival on the day of your event, a member of the Center Committee will walk you through a mandatory orientation of the facility. This tour is conducted for your knowledge and safety.

Because a member of the Center Committee may not be in the building during your entire event, it is necessary that you be familiar with the building and be aware of procedures.

You are responsible for providing the following:

- Table linens
- Ice and ice scoops
- Coolers
- Dish rags, towels, and pot holders
- Glassware
- Plates, bowls, cups, saucers
- Serving plates, bowls and/or trays
- Silverware and/or serving pieces Coffee, tea, sugar, cream beverages
- Food
- Condiments
- Napkins
- Centerpieces
- Decorations
- Can/bottle opener
- Extension cord
- Extra trash cans for large parties

Bahá'í Faith Community Center
General Rules

1. The sponsoring group will be responsible for filling out a ***Rental Cleaning Form and Checklist*** and completing the jobs for each area of the Center in use at the end of the event.
2. **All activities held at the Center must be in harmony with the high ethical standards, conduct and principles that are representative of the Bahá'í Faith.**
3. No alcoholic beverages are permitted at the Community Center.
4. Smoking is not permitted in any part of the Center.
5. No flammable candles are allowed in the Center. Only LED candles are acceptable.
6. No perishable food items should be left at the Community Center with the exception of salad dressing, ketchup, etc. Please mark the date opened on an item if it is going to be left at the Center. Any items left may be discarded without notice.
7. Rearranging of Main Hall chairs requires prior permission.
8. No item of Community Center property, whether purchased or donated, may be borrowed or rented.
9. All parties responsible for breakage or damage to the Community Center or its furnishings will be held financially responsible. This includes, but is not limited to, the replacement of item(s), purchase of tools or materials, and labor charges.
10. Food and/or drink is limited to specific areas only. No food is allowed in the Main Hall, library, or on the Information Center desk.
11. Behavior inside and outside the Center, including voice and music levels, should exemplify the highest standards of courtesy and consideration to our neighbors.
12. All children should be supervised by their parent(s) or another adult while at the Community Center.
13. For safety reasons, no children under age 16 are allowed into the kitchen.
14. **Only appropriate dancing is permitted in the Bahá'í Faith Community Center. Appropriate dances would include, but are not limited to, religious or ceremonial dances, and artistic performances.**
15. Unless otherwise designated, guests to the Community Center should only park on paved areas of the grounds or on the street.
16. Please bring a ladder for your decorating use. Due to safety reasons, do not use a chair when decorating. Only special paint tape must be used for attaching decorations to the walls. Please remove all decorations from the premises immediately following the event.
17. For weddings, please use birdseeds instead of rice (it is more eco-friendly), and for safety reasons, we ask that you use it only outside the building.
18. The host of an event may request use of available equipment or materials in the Community Center. Fees for these items will be determined on an individual basis as necessary.
19. All doors and windows should be kept closed when either heat or air conditioning is in operation.
20. Lights should be turned off when a room is not being used.
21. A member of the Center Committee will be available for an orientation tour before the event. They will not be available to assist you with your event needs other than the initial room set-up and routinely checking in with the responsible party. Gratuity is not required or expected.
22. The Committee has the right to waive or modify any fees or deposits as they see fit.

I accept to follow the above General Rules, Signature: _____

Kitchen Rules

The Community Center will be a focal point in our Bahá'í Community and cluster, as the Assembly focuses on the essential movements and core activities of the current Plan. It is therefore very important to ensure a safe and healthy environment by keeping all areas clean and orderly.

The Center's kitchen is a warming kitchen, not a commercial kitchen. When hosting or sponsoring an event at the Bahá'í Faith Community Center, please follow these Kitchen rules and guidelines:

1. During an event and usage of the kitchen, **NO child under 16 is allowed in the kitchen.** No exception.
2. **Please wash hands prior to serving food**, and use disposable gloves when cutting fruits or touching food before serving.
3. Familiarize yourself with the placement of dishes and kitchen products in the cabinets so as not to put things back in the wrong place.
4. No perishable food items should be left behind.
5. **Any items left without a date or explanation may be discarded without notice.**
6. Storage areas should be clean and orderly and supplies put away.
7. Make sure all dishes, coffee makers, tea pots, water dispensers are cleaned and put away.
8. Make sure all countertops are wiped clean.
9. For safety reasons, extension cords and power strips should be used properly. Heat producing items should not be plugged into extension cords, and power strips should not be daisy chained together.
10. Please maintain **environmental awareness**:
 - Eliminate the use of Styrofoam food containers in the kitchen.
 - Eliminate the use of plastic bottles, plastic plates and cups. Please use paper as much as possible.
 - Use non-toxic cleaning materials in the kitchen and other areas in and around the facility as much as possible.
 - Encourage the community to use the recycle bin as much as possible: recycle soda cans, food cans, boxes, newspapers, glass, and plastics.



I accept to follow the above Kitchen Rules, Signature: _____

Bahá'í Faith Community Center
CENTER USAGE CHECKLIST

(for Committees, Task Forces, and other Assembly-sponsored Events)

“When a Local Spiritual Assembly acquires a Bahá'í Center, it should regard this meeting place as an embryonic Haziratu'l-Quds [Sacred Fold] and should do everything possible to foster in the community a proper attitude of respect for the Center. . . .”

(Letter written on behalf of the Universal House of Justice, July 26, 1989, to a National Spiritual Assembly)

The intention of creating these guidelines is to better inform and assist the community on how best to use the Bahá'í Faith Community Center in a responsible and reverent manner. It is our goal to increase the safety, the security, and the aesthetic condition of the Bahá'í Center by asking that the following points are understood and adhered to when using the Center. It is hoped that following these guidelines will ensure that all users of the Bahá'í Center have an enjoyable and a spiritual experience. We do not have a full time, live-in caretaker so we rely on each user of the Center to keep it clean, safe, and secure. Please treat the Center with respect and dignity and do your best to leave it better than you found it.

Spiritual Assembly of the Bahá'is of Scottsdale

CLEARING UP - FURNITURE / MATERIALS

- Furniture:** put all furniture back into original position.
- Folding Chairs:** Hang them on the rolling rack and store back in storage room.
- Tables:** Clean all tables used, including the tables in the library and Youth Center area.
Fold the collapsible tables and stack them carefully against the wall in the storage room.
- Appliances:** Turn off DVD/Audio players and monitors, and lock up the A/V cabinet.
- Books/CDs/DVDs/keys:** Return any library books, prayer books, CDs, keys, etc., to their location.

CLEANING

All traces of food and trash must be removed. Please assist by removing or storing all food, emptying trash, and cleaning floors and work surfaces to maintain cleanliness and discourage pests.

- Food:** Dispose of, or remove, all perishable food.
Kitchen counters, open garbage bins, or anywhere else in the Center must be cleared of food.
Put other food that you are sure will be used by others in the refrigerator, or in sealed containers in the cupboards - no open packets of food such as corn chips, etc. Please label with the date. When in doubt, throw it out. Clean up all food left on counters, kitchen sink, tables and floors.
 - Dishes:** Wash, dry and store all used dishes in the labeled cupboards.
 - Tea/coffee urns:** Unplug, empty, clean, and put away. **Kitchen Counters:** Clean all counter tops.
 - Floors:** Vacuum and/or sweep the floors. Clean up any spills in all areas used.
 - Trash:** Bathrooms - empty trash cans if full.
Kitchen and Reception Hall - empty all trash at least half-full, replace trash bags, and take trash to the dumpster.
- Stove:** Always check that all burners and the oven are OFF even if you did not use the stove.

SECURITY - PLEASE READ AND FOLLOW INSTRUCTIONS CAREFULLY

Walk through the Center before leaving to check that the following are taken care of:

- Before leaving, look in all the rooms to make sure that no one is in them.
- Windows:** Close and lock all windows that have been opened.
- Lights:** Turn off all lights
- Doors:** All internal doors need to be closed (to seal off the different zones and save on electricity).
All external doors (including the kitchen-storage door) must be properly locked.

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| <p>SIGNING OUT: I CLOSED THE BAHÁ'Í CENTER ON (DATE): _____ AT (Time): _____ NAME: _____ PHONE: _____ EMAIL: _____ THE GROUP THAT I REPRESENT (Spiritual Assembly, Cluster Agency, Committee etc.): _____ Notes: _____</p> |
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