



Request Form for The Backroom

Mission: The South Whidbey Commons strengthens our community by creating opportunities to gather, learn and grow.

With the Mission and scheduling priorities of the South Whidbey Commons always in mind, Backroom requests are considered on a “first come, first served” basis. While last minute opportunities might exist, you are encouraged to submit this request form at least two weeks in advance so that we can help promote your event (when appropriate).

Approval must be granted by the Communications and Program Coordinator before the activity can be considered officially “booked.”

Name of Organization or Individual _____

If an organization, please attach a copy of your mission statement to this request form.

Not-For-Profit Organization? For-Profit Organization? Individual? (circle one)

Contact Person _____

Address: _____

Phone _____ e-mail _____

Event Name _____

Date and Time of Event/Activity _____

Purpose of the Event or Activity _____

Is This Event/Activity Open To The Public? (circle one) YES NO

What is the Fee to Participate in This Event/Activity? _____

Maximum Number of Participants for this Event/Activity? _____

I affirm that I have read, and agree to, the Backroom Use Policies printed on the back of this form. I also affirm that this activity does not promote or recruit for a specific religion, political organization, or the military, and that it is appropriate for viewing/participation by all ages.

Signature _____ Date _____

Backroom Use Policies

Responsibilities

- Respect South Whidbey Commons property.
- Clean up after yourself.
- Put everything back where you found it.
- Turn off the heater and all lights.
- Check to make sure all doors and windows are closed before you leave.

Neighborhood Cooperation

- Respect business and residential neighbors at all times, while you are in the building and on the property.
- After 9pm, all sound must be at a respectful level and contained within the South Whidbey Commons (per Langley Ordinance).
- Parking for more than 2 hours should be in the 3rd Street lot behind the fire station.

Supervision

- At least one adult supervisor is required for the room to be open to children and youth.
- Supervisors may include staff, adult volunteers, or AmeriCorps members, or others designated by the South Whidbey Commons.

Safe Environment - The Forbiddens

- Possessing, selling or being under the influence of illegal drugs, alcohol, or substances of abuse are forbidden.
- Serving alcoholic beverages is forbidden.
- Using tobacco products anywhere on the premises is forbidden.
- Lighting candles or other open flames is forbidden.

Fundraising

- Groups and individuals can offer education about nonprofits other than the South Whidbey Commons, and can direct people to websites for on-line giving, and/or advertise upcoming events that support such nonprofits.
- Direct fundraising events for other nonprofits can NOT be held on site at the South Whidbey Commons.
- Offering classes and workshops for a fee that benefits an organization is not a problem, but no auctions, raffles, bake sales, dances, etc., are allowed unless the proceeds go to the South Whidbey Commons.

Please encourage your participants to purchase books, food, and beverages from the Coffeehouse Bookstore -- while you are on site for the event, and afterward. The more sustainable our business model is, the more we can support community programming like yours!