

Near Northwest Neighborhood, Inc. Community Space Use Request

My Name: _____ Email: _____

My Group's Name: _____

Address: _____ Phone: _____

Name/Type of Event: _____

Purpose of event and targeted attendees: _____

Please note: Space sharing is limited to public events, community meetings, etc. We do not allow use of the space for private parties, in order to maximize use of the space for the community. Also, we can not allow the space to be utilized for religious services, or for political events.

Date(s) and Time(s) requested <i>(please include time for any set up and/or take down/clean-up)</i>	
Number of attendees	
Chairs and tables needed?	
Are you serving Beverages/Food?	
Are you charging a fee for the event? Do you expect to generate revenue from the event?	
Is the event open to the general public?	
Will you make a goodwill donation for use of the space? If so, how much?	

Community Space Guidelines and Policies

The NNN sees this as space sharing for the common good rather than room rental. We put our trust in you when we share space. Most of our guidelines are common sense. **Feel free to ask us about any of this.**

- The address for the Community Center is **1013 Portage Ave, South Bend, IN 46616** _Using this address in your invitations will help your guests find the space.
- The space comfortably accommodates 75 people.
- Table, chair, and room set up/take down is the responsibility of the user. Please allow extra time to do your own set up/take down of tables and chairs. A projector is available, if requested ahead of time. Return room to the setup found when you arrived. Please notify us of any problems with the space as you use it.
- Your arrival time and time to be cleaned up and out are set. We often book events back to back, and ask for you to be respectful of the next user. 9 PM is our go quiet time as we have tenants living overhead.

- The speakers and PA are available for your use but as they belong to a neighbor, please treat them with respect.
- No alcohol allowed except by special permit from the State of Indiana and our approval. No smoking, glitter or candles.
- We expect you to follow all laws and ordinances. You are responsible for your actions and the actions of your group while in our space. Consider your organization’s insurance or special event insurance for protection.
- If your event is during non-business hours, we will give you a key to get into and out of the room. The key should be returned to us ASAP after the event.
- **Kitchen**
 - should be wiped clean when you arrive and before you leave. Dry and put away all non-disposable items. BYO special cleaners and sponges/wipes/towels. Clean and clear sinks. Any items under the counters (excepting those marked NNN) can be used if cleaned and put away or disposed of as appropriate. Public Health regulations have to be followed.
 - Please, no ice in the refrigerator. Use only the NNN side of the refrigerator; there may be limited space. Date and put your name and all items kept in the refrigerator and please leave nothing in there after your event unless you have made special arrangements with us.
 - Ask us about using the Bunn coffee maker. All other kitchen appliances belong to space users.
- **Trash** Remove smelly food waste or full waste containers to the dumpster.
- **Cleaning** A mop for spills can be found down the long hallway and to the left in the janitor closet. Wipe down tables and leave the deep cleaning to us.
- **Heating/Air Conditioning:** Feel free to adjust room temperatures to suit your needs. They reset overnight.
- **Locking Up:** Please ensure that both front doors are locked and closed when you leave. Please turn off all but a single set of lights.
- **Parking:** Please use our parking lots rather than streets in front of neighbors’ houses, if possible. Do not leave valuables in your car.

Use common sense and be mutually safe as you share our space.

I Understand the Near Northwest Neighborhood, Inc. Community Space Guidelines and Policies, and believe that this event meets all requirements. I understand all fees that apply to this event, and well as restrictions and expectations.

Signed name: _____

Printed Name: _____ Date: _____

Please return form to the NNN Offices at 1007 Portage Ave, South Bend, IN 46616 or email to nnnassistant@nearnorthwest.org. We are in the office Mon-TH, 9-5. Come see us!