



BLUE MOUNTAIN ACTION COUNCIL
8 EAST CHERRY STREET
WALLA WALLA, WA 99362

Baker Boyer Community Room Use Application

Please complete this application and return to BMAC, or e-mail to info@bmacww.org

Blue Mountain Action Council is pleased to offer the Baker Boyer Community Room at no charge for use by non-profit agencies/partners in the community for meetings, seminars, or other approved events thanks to the generosity of Baker Boyer Bank in making this space available to BMAC and the community.

Agency Name: _____

Date of event: _____

Start time of event: _____ End time of event: _____

Number of Attendees: _____

Name of event: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Terms Of Use:

Blue Mountain Action Council is pleased to offer the Baker Boyer Community Room for use by non-profit agencies/partners in the community for meetings, seminars, or other approved events.

The contact person will be responsible to ensure that our building is used appropriately and respected by all attendees of the event.

We ask the following:

Please schedule your event at least one week in advance. You will receive confirmation that your event has been scheduled or declined within 24 business hours after making your request.

If you need instructions on how to access or secure the space or you need assistance in setting up your event, please contact Blue Mountain Action Council in advance and we will be happy to assist or show you how to use the facility.

Please limit the number of attendees to not more than 50, seated with no tables or 30, seated with tables.

At the end of your event, please clean up the area and return it to the condition you received it. Upon leaving please be sure that the doors are secured.

Service Animals are the only animals allowed; owners are liable for their actions or any damage that may occur.

Technology available in Baker Boyer Room

A projection system and screen. The projector connection is HDMI.

An amplifier with wireless microphone system with both handheld and lapel microphones

A computer. You may bring your own computer or portable device, but note that all equipment must have an HDMI output to hook up to the projection system.

A wireless Internet. The wireless Internet name is BMAC GUEST and the WIFI password is **BMAC4you**.

What you will need to know

- 1) Parking is permitted in the BMAC parking lot; however, during business hours, we request that groups park on the street or in nearby public spaces to ensure that our clients have convenient access to the building.
- 2) If you plan to use the room at a time when BMAC is closed, we will provide you with a door code for entry to the conference room.
 - a. When you arrive, the keypad located at the exterior Community Room door will have a red light displayed on top of the keypad. THIS MEANS THE ALARM IS ACTIVATED.
 - b. Enter the door code on the keypad one time to deactivate the alarm system. The red light will turn green.
 - c. Enter the door code on the keypad one more time to enter the building.
 - d. In case of emergency, phones are located at the Reception Desk in the Lobby area. You DO NOT need to dial any special number or code to dial out on these phones.
- 3) You are welcome to bring food or have an event catered. BMAC is a drug free workplace and therefore doesn't permit any use of drugs or consumption of alcohol in the building or on the premises at any time. All food must be cleaned up and removed at the end of the event. The room has a sink and a counter where food can be placed.
- 4) Restrooms are located outside the Community Room in the Lobby of BMAC.
- 5) Cleaning supplies are located in the cabinet underneath the sink in the Community Room.
- 6) Recycling and Trash: Recyclable materials may be left in the blue recycle container in the Baker Boyer room. If garbage contains food, we ask that you bag it and leave it outside the BMAC trash area, on the south end of the parking lot.
- 7) If you have any problems you can contact one of the following staff members:
 - i. TED KOEHLER 509-386-8830
 - ii. BARBARA MAXWELL 509-540-2159
 - iii. BMAC AFTER HOURS PHONE 509-520-0635

We hope your event is a huge success. Thank you.

I have read and agree to the terms and conditions of the use of this building.

Signature of Responsible Party

Date

Scheduled by: BMAC Staff Name: _____

Requires Management Approval : ____ Approved ____ Denied By: _____

Date