

# Back Bay Building Use Agreement

Revised April 2019

**Person/Group Using Building:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Date Using Building:** \_\_\_\_\_ **Time:** \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**Donation for Building Use: \$25 per hour**

Make check payable to: Back Bay Pettisville  
PO Box 53286  
Pettisville, OH 43553

**Deposit of \$50** is needed to hold the date. Deposit will be returned after use if building is cleaned up sufficiently. Deposit can be made via PayPal on our website or by check.

**Sound system needed:** Yes/No

Must use Back Bay approved sound technician. Additional Fee of \$25 per hour if sound technician is needed.

**Key-** Arrangements can be made to have the door unlocked or we will get you a key. Contact Phil King: 419-822-1482 or [motownk@gmail.com](mailto:motownk@gmail.com)

**Expectations:**

\*All loud music must be done by 9:30 PM

Before leaving.....

1. Pick up all areas used and sweep all areas used.
2. Wipe off any tables used.
3. Place trash bags in dumpster (along the east side of the building)
4. Replace trash bags (provided in angled lower cabinet).
4. Take down, put away any tables and chairs that you set up.
5. Be sure lights are off and all doors are locked.
6. Drop key in donation box.
7. Any problems - Contact Phil King at 419-822-1482

**Report of damage** – Report any damage immediately so assessment and repairs can be made before next group arrives.

I agree to the conditions set forth above.

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**Signature**

Return with payment to: Back Bay Pettisville PO Box 53286 Pettisville, OH 43553