



Application for the Use of Plaza Diane Community Center for the Arts

Any person or organization seeking to use the Plaza Diane Community Center for the Arts shall file this application with the coordinator of Plaza Diane (or the secretary of the Board of Directors) not more than 365 days before the date on which the applicant seeks to use the facility.

1. Provide the following information for the individual/group/organization applying for use of the facility:

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

2. Date(s) of requested use: _____ to _____

Starting time of the event: _____

Ending time of the event: _____

3. Do you need extra time/days for set-up/take-down? Please specify:

4. How many people are expected to attend? _____

5. Describe, in detail, the intended use of the center (i.e. reception, workshop, programs, meetings, entertainment, etc.)

6. Describe any equipment to be used in/at facility (music, furniture, computers, props, etc.)

7. List any special items you may need for your event (projector, sound system, computer, etc.) If item is available at the facility, a request must be on file prior to use.

8. Is the organization exempt from taxation under Section 501 of the Internal Revenue Code? _____

9. Additional comments:

All user fees shall be forfeited if cancellation is not made at least one (1) week prior to the event.

The applicant agrees to hold the Plaza Diane Community Center for the Arts and the City of Powell harmless from liability, property damage and/or personal injury caused by the negligent, willful, wanton or unlawful acts of the applicant or those individuals using the facility under the authority or with permission of the applicant. Applicant also agrees to provide, upon request, any additional information deemed necessary to make a fair and informed decision on the request for use.

The applicant understands and agrees that the request for use herein may not be approved, and Plaza Diane may revoke the approval at a later date at any time and without notice due to unavailability of the facility or based on facts brought to their attention which indicate said use will not be in compliance with the use policy in effect.

Applicant further states that he/she has carefully read the foregoing paragraphs and any user policy in effect and knows the content thereof. The applicant agrees to abide by all terms of the foregoing application and user policy, and signs this application as his/her free act. Plaza Diane is not responsible for lost or stolen personal items from the facility.

Signature: _____

Date: _____

Terms and Fees:

Plaza Diane is a non-smoking facility.

Payment is required prior to use of the facility.

User fee: \$100 per day

Damage deposit: \$100* (Returned if no damage occurs)

*Please note that damage over and above \$100 is also the responsibility of applicant.

Cleaning fee deposit: \$40/day (Will be returned if applicant cleans facility)

Alcohol permit fee: \$15/day to serve alcohol
\$15/day to sell malt beverages
\$50 catering permit

Alcohol sales/service must be approved by the City of Powell. Please contact the city for applications and more information.

Please submit application by email to Ashlee Ganoung at Plazadiane@gmail.com

Deposit checks can be dropped off at Plaza Diane during gallery hours, left at the Powell Tribune, or mailed to Plaza Diane, PO Box 1292, Powell, Wyoming 82435.

Please email us or call with any additional questions, (307) 254-9449.

Use Policy - Plaza Diane Community Center for the Arts

FEES

Deposit: A deposit fee of \$100 is required at the time of application/reservation. The deposit fee must be made in cash or by check payable to Plaza Diane. This fee will be used to cover any damage or loss which may arise from use of the facility. Any and all damages, losses or additional cleaning required will be deducted from the deposit. IN addition, the renter will be responsible for any costs in excess of the deposit fee which may be assessed due to damages, losses or cleaning. Plaza Diane agrees to return any deposit which is due the user within ten (10) working days following the end of the event, provided there are no claims for cleaning, loss or damage.

Cleaning Fee: A cleaning fee in the amount of \$40 is required to clean the facility after use. The fee will be returned if the renter cleans the facility to our specifications prior to returning the key.

User Fees: The rental rate for Plaza Diane is \$100/day. All user fees will be forfeited if cancellation of reservation is not made at least one (1) week prior to the event.

Please provide us with (2) checks. The Rental Fee - \$100 and Deposit/Cleaning Fee - \$140

*****the Deposit/Cleaning fee will be returned after the rental, and no damages or extra cleaning is needed***

USE APPLICATION, PROCEDURES AND POLICIES

Rentals are processed on a first come, first served basis. No reservation will be considered confirmed until Plaza Diane management receives a properly completed application plus required fees and deposits. Applications, deposits and fees are due no later than fourteen (14) days prior to facility use.

GENERAL USE POLICIES

Plaza Diane may not be used in a manner that violates any ordinances, rules, or regulations of the City of Powell, or which will create an unreasonable danger to the health and safety of the user or the public. The facility may not be used for unlawful purposes or by transient merchants.

ARTWORK

At the time of your event, there may be artwork on display in the gallery. To ensure that future rentals will be allowed, we ask your cooperation in protecting the artwork. Please do not remove art from the location it is in and watch that guests do not touch the artwork. Consider the placement of your tables and chairs in relation to the artwork. If people will be walking near the artwork provide at least four feet of space between the wall and any furniture.

MISCELLANEOUS

No tape of any kind should be used on the floor of Plaza Diane or on the glass on the north wall.

Renter must supply kitchenware or any other supplies necessary for event – anything in Plaza Diane is Plaza Diane property. A limited number of eight-foot tables and chairs are available for events. Please let Plaza Diane management know if those items are requested.

Full deposits will not be returned to user if items on checklist (see next page) are not completed.

Following the Event – Please complete the checklist items below.

- Remove decorations, tape, string, etc. from walls, ceiling, tables, and chairs.
- Wipe/wash tables and counter tops (cleaning supplies are located under the kitchen sink).
- Return tables to holding rack in the storage area.
- Stack chairs and return to storage area.
- Clean kitchen area (leave stove and refrigerator in clean condition).
- Check bathrooms and pick up paper towels, etc. from floor.
- Sweep and mop floor (brooms and mops are in the storage closet in the kitchen).
- Empty all garbage cans. Put garbage in dumpsters in the alley. Put new garbage sacks in containers.
- Turn off any electronics used.
- Turn off all lights.
- Make sure all doors are secured and locked.

To set the thermostat, push the up-arrow button to the desired temperature. The thermostat will reset itself after 3 hours so you may need to adjust it again during the event. At the end of the event, you do not need to turn it down as it will self-adjust.

Return keys to Plaza Diane management within two (2) working days following the event, or as agreed upon if circumstances require a quicker turn around.

User is responsible for excess costs of any damage/loss to facility and/or equipment.