



Special Group Policies & Private Party Contract

One-Eighty Mission Statement

The One-Eighty Teen Center is a church based, private, non-profit organization whose mission statement is to:

"impact the lives of high school and junior high students by providing a safe place for teens that produces meaningful activities, mentoring relationships and support systems that encourage spiritual growth and promote positive development."

The teen center has been extremely successful in its mission thus far, through cutting edge events, attractions, programs, and authentic mentoring relationships that positively impact kids' lives. The teen center and its program are a reflective of many partnerships throughout the Lodi area. Community businesses and volunteers gave much of their time, energy, creativity and finances to see this dream come to fruition. The One-Eighty Teen center is solely funded through community donations, grants, fund raisers and United Way's United 4 Youth Grant. Lives are being changed at the One-Eighty Teen Center! Come visit and see for yourself!

As guests of the One-Eighty Teen Center _____ (individual/organization's name) will align ourselves with the Mission Statement listed above.

Private Party/Special Group Information:

Private Party/Group's Name: _____

Contact Name: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Date of Rental: _____ Time of Event: _____

Set-Up: _____ Tear-Down Time: _____

Description of Event, Age Group & Expected Number:

Deposit & Fees

<p>Deposit: \$50.00</p> <p><i>This cleaning and equipment deposit is for any additional cleaning that might be needed or for missing/damaged items. Your deposit will be processed and available one week after the event.</i></p>	<p>Staff: \$12 an hour/per staff</p> <p><i>Staff fees are calculated from the designated time for the doors to be opened and closed. The size of your group and type of activities will determine the amount of staff needed. Staff are provided to run all video/sound equipment and the Café.</i></p>	<p>Game Fee, unlimited use: Optional</p> <p><i>If you would like to provide unlimited use of the pool tables and hyperbowl game for your guests there is a fee of \$25.</i></p>
<p>Rental: \$100.00</p> <p><i>This is the flat rate for a rental of 3 hours or less. Any additional time needed for your event will fall under the Staff fee. This flat rate applies to all features you selected.</i></p>	<p>Café Fee: Optional</p> <p><i>The Café us serviced on an individual basis. However, you do have the option of providing your guests with unlimited use of the soda fountain for \$30. (After 30 guests its \$1.00 per person.)</i></p>	<p>Non-Profit Clause:</p> <p><i>As a service to One-Eighty Benefactors, other non-profit organizations, and in an attempt to make the One-Eighty Teen Center "community friendly" these prices can be negotiable, please speak with a director.</i></p>

Special Group & Private Party Rental Contract

The One-Eighty desires to be a positive place for the entire community, whenever possible. If you are interested in hosting a community, church, or private event please fill out the following application and return it to the Staff as soon as possible.

The One-Eighty Teen Center offers the following conveniences:

(please circle the features your group is interested in using)

<u>Games</u>	<u>Living Room Area</u>	<u>State of the Art</u>	<u>Uniquely 180</u>
Pool Tables	Leather Couches	Video Projector	Outdoor Skate Park
Ping-pong Tables	Modern Accents	VCR/TV	Gourmet Cafe
Foos Ball Table	Board Games	Sound Equipment	Large Meeting Area
Video Games	Coffee Table/End Table	Computers	Conference Room
Hyper Bowl		Large Stage	Indoor Climbing Wall

You also receive two-three staff members who oversee all of the Teen Center equipment!

Terms and agreements:

- Hours:** The Teen Center is not available during regular business hours.
- Contract:** The person whose name appears on this contract is responsible for all broken, damaged, or missing Teen Center property.
- Cleaning:** The One-Eighty staff are not responsible to clean the Teen Center; it must be returned to its original condition after the event. If not found in its original condition a cleaning fee will be withdrawn from the cleaning deposit. (There is a cleaning check-list provided upon rental.)
- Rules:** All regular Teen Center rules apply to private parties or special group events.

One-Eighty Rules:

Adults must be accompanied by a minor (in regard to a Parent of a child)
 One-Eighty guest must be currently enrolled in High School or Middle School
 No entrance without your card or a special pass
 Your Momma doesn't live here, clean up your own mess

Skate Park Rules:

Skateboarders must have a signed, valid permission slip on file with our CARD SYSTEM
 Skate at your own risk
 No Skateboarding inside the Teen Center
 Skateboard only during designate hours
 ALL Skateboarders must wear a helmet (violation= Level Two)

We Will Enforce a ZERO TOLERANCE POLICY

NO Drugs, Alcohol, or Tobacco
 NO Fighting or Violence
 NO Bullying or Intimidation
 NO Profanity or Rude Language
 NO Inappropriate Attire
 NO Public Displays of Affection
 NO Disrespect of One-Eighty Staff, Property, or Programs

One-Eighty Staff reserves the right to refuse use of the facility to anyone who fails to comply with these or any other Teen Center policies!

5. **Limits:** The *Cafe*, all other *office space*, and the *sound booth* is off-limits unless accompanied by a staff member. All video & sound equipment will be operated by staff only.
6. **Cafe:** When using the kitchen space to prepare meals, clean up after yourself, wash all utensils and replace where found, leave no leftover food in the refrigerator or on the counter, etc.
7. **Respect:** You are responsible to maintain the behavior of your guests in regards to our facility, neighboring homes & businesses, etc.
8. **Purpose & Activities:** Your event must align with the One-Eighty's purpose statement, "...to provide a safe and positive place for the community...". The staff reserves the right to end any activity that is contrary. Please note the following in regards to planning your activity-
 - a) all conduct must be edifying and positive
 - b) music must be clean and respectful
 - c) movies shown must be PG or G
 - d) no candles are allowed to be burned (birthday candles are the exception)
9. **Staff members:** Staff are provided solely to run Teen Center equipment, not to clean, etc.
10. **Service:** The One-eighty staff reserve the right to refuse service.

Hold-Harmless Clause

The One-Eighty Teen Center has it's liability insurance under the umbrella of the First Baptist Church of Lodi. This insurance covers the normal activities of the Teen Center that fall under the programs that are planned and conducted by the One-Eighty staff. Any group that rents the teen center facility for any private party or activities must sign a contract and also present proof of insurance. Any party or organization that does not have its own insurance must sign this "hold-harmless" clause. This clause indicates that the party, using the teen center under a signed contract, will not hold the teen center responsible for any harm, injury, or death that may happen at the teen center while the contracted party is renting the center. The contracted party agrees to tell all participants of their activity that the teen center will not be held responsible and use of the teen center is strictly at their own risk.

Cancellation Clause

The One-Eighty Teen Center and the contracted renter may cancel this contract. If the event is a single day event, the teen center requires at least a 48 hours notice. If the contract is for an ongoing weekly or monthly event, the teen center requires at least a 30 days notification. If the contracted party complies with the stated frame, all deposits will be refunded.

Renting Party

Teen Center Representative

For Office Use Only

Payment Discussed:

Staff Working Event:

Director's Authorization & Comments:

Payment	Amount	Paid	Date Received
Security Deposit (\$50)			
Rental Fee (flat rate \$100)			
Staff Fee (\$12 per hour/staff)			
Café Fee (Soda Fountain \$30)			
Pool Table & Hyper Bowl (\$25)			
Total Fees:			

Deposit Amount:

\$ _____

**Deposit Amount to Refund
(After Event)**

\$ _____

I have read the above terms and agreements, as well as the One-Eighty Rules, Guidelines, and Cleaning Procedures. I hereby agree to abide by the rules and take responsibility for all activities. Furthermore, I will be the first to arrive and the last to leave the event that I am holding.

Signature: _____ Date: _____

Special Group & Private Party Policy: _____ POST EVENT

Name of Group: _____ Date: _____

Interns working:

Post Event Checklist (Please Circle)

Condition		Comments	
Clean-up:	Excellent	Needed Some Touch Up	Disaster
Technology	Excellent	Missing Items	Damaged & Broken Items
Deposit	Full	Half	None

Deposit Subtracted amount: \$ _____
 (amount of extra time to clean) X (# of employees) X (\$12.00 an hour)

Estimated amount of items missing or damaged: \$ _____

 Additional comments/concerns:

 Is the group invited back: yes no

Deposit subtracted: \$ _____ or Extra Payment Needed: \$ _____

Deposit Return amount: \$ _____

Date Deposit was returned & phone call made: _____

Special Group & Private Party Policy: POST EVENT CLEAN-UP CHECKLIST

Task	Description	Initials
Restore kitchen to top condition	All counters, sinks & surfaces cleaned All dishes & utensils washed & put away All Food & Beverage items restocked & in their proper location Kitchen Floor mopped Garbage emptied & replace liner	
Restore bathrooms to top condition	Sinks & toilets disinfected Garbage emptied & replace liner (including girlie bin) Bathroom Floor mopped Mirrors cleaned	
Restore main areas to top condition	Vacuum, sweep and/or mop floors (entryways, kitchen, restrooms, café, conference room, behind reception area) Garbage cans emptied & replace liners Wipe down all counter tops, table tops, booths, etc. Windex all windows (Inside & out) and all glass surfaces. DO NOT USE WINDEX ON FISH TANK GLASS Return helmets, pool sticks & pool balls to café. Make sure video games return to normal pay & are turned off. Return furniture to proper arrangement.	
Restore Sound Booth	Return all mics, cords, sound equipment to proper areas. Return all settings, cords & equipment to proper working settings Vacuum sound booth & remove any garbage	
Shut Down	Make sure all doors & windows are closed Make sure chain lock goes on side doors Make sure heat or air conditioning & fans are OFF Make sure Video Projector & all electronic equipment is turned off Make sure all computers have been shut down Lock cashier & put key in the lock box. Put café deposit in safe. Make sure all lights are off including bathrooms Turn on alarm when leaving.	

Notes: