



**Washington Neighborhood Center  
Event Application**  
(For events benefiting the WNC)

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_  
\_\_\_\_\_

Description of Event (attach additional pages if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of organization or individual(s) sponsoring event:  
\_\_\_\_\_

Non profit organization     For profit organization     Individual(s)

The event will be:

open to the public\*     by invitation only

\*All events open to the public are required to have security

Will your event provide a donation to the WNC through sales, entrance charge, etc? \_\_\_\_\_

What is your ideal date and time? \_\_\_\_\_ Is this flexible? \_\_\_\_\_

(Please include set up and take down/clean up in your time request.)

If your event is accepted, the following guidelines/requirements apply:

1. **Collection of data:** You may be required to collect statistical data about participants. This may include any or all of the following: Name, age, gender, address, ethnicity, level of education and other services/activities utilized at WNC. This data is important for grant writing and the continued successful operation of the WNC.
2. **Evaluating success:** At the end of each event you may be required to fill out an evaluation of success. This may include participant surveys, personal observations, quantifiable successes, etc.

3. **Event leaders and/or participants are expected to clean up after themselves each session. The area used should be as clean or cleaner than when you arrived. Any furniture or other items moved should be returned to their original location. Any items used for the program should be removed from the WNC unless other arrangements have been made. All trash cans must be emptied.**
4. **Disciplining/punishment: Corporal punishment, violence or threats of violence are never allowed at the WNC. If you have difficulty working with a disruptive participant or WNC attendee, WNC staff can assist you.**
5. **Parking: The WNC may be able to make arrangements for parking in the close vicinity. Attendees are requested to not park in front of residents' homes on the 1500 block of D St.**
6. **Use of kitchen space is not allowed unless specifically agreed upon. If kitchen use is agreed upon, none of the contents of kitchen are to be used by participants. Event leaders and participants should use their own cooking utensils, plates, napkins, rags, food, ice, etc. Again, you are expected to clean up the area after use. This is especially important in the kitchen area in order to prevent pests.**
7. **You may be required to show proof of liability insurance.**
8. **If you will be writing a grant for funding for this event, the WNC would like to be included in the grant process.**
9. **You may be invited to present your event to the Board of Directors of the WNC.**
10. **You may be required to sign a contract with the WNC and/or be fingerprinted for a background check.**

Please sign below to indicate acceptance of these guidelines.

\_\_\_\_\_  
 Contact person name (please print or type)

\_\_\_\_\_  
 Contact person signature

\_\_\_\_\_  
 Date

Event approved? \_\_\_\_\_ Date and times? \_\_\_\_\_

\_\_\_\_\_  
 Chair of Operations Committee, WNC

\_\_\_\_\_  
 Date

Complete signed copies go to the contact person, the Operations chair, the Treasurer and the office staff.

**Thank you for your interest in the Washington Neighborhood Center!**  
**[www.washingtonneighborhoodcenter.com](http://www.washingtonneighborhoodcenter.com)**