

BRARA Board Administrative Policies

Hosting Special Events Request Process

Proposed: 2019-10-07

Adopted: 2019-_____

Motion

Any organization who desires to use our facilities and / or assets shall have a Board sponsor named; provide the event details below listed; and all details be made known to the entire Board. With board approval, the Board sponsoring member shall communicate with the requestor the final board action and conditions; provide access and chaperone the group while on site; and oversee asset use during the event. The Event shall be added to the BRARA calendar, to the BRARA website online reservation tool and announcement section, and added to the Newsletter section.

EVENT	RESPONSE
EVENT NAME:	
REQUESTOR NAME:	
REQUESTOR PHONE:	
REQUESTOR EMAIL:	
EVENT DATES:	
BEGIN TIME:	
END TIME:	
NUMBER ATTENDING:	
BOARD SPONSOR:	
RESOURCES NEEDED:	
SPECIAL CONSIDERATIONS	

Discussion

Final Vote

Motion