

BOVILL FAMILY SUPPORT CENTER

306 PINE STREET
P.O. BOX 569
BOVILL, ID. 83806
208-826-3069
cityofbovill@gmail.com
www.cityofbovill.com

AVAILABLE FOR PARTIES AND MEETINGS

RATE SHEET

1/2 DAY – 0 TO 6 HOURS =	\$25.00
FULL DAY – 7 TO 10 HOURS =	\$50.00
SECURITY DEPOSIT =	\$25.00

NO PETS, SERVICE ANIMALS ARE ALLOWED

NO ALCOHOL INSIDE THE BUILDING OR ON PROPERTY

NO SMOKING ALLOWED INSIDE OR WITHING FIFTY FEET OF BUILDING

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FAMILY SUPPORT CENTER ROOM LEASE PERMIT

DATE: _____ **APPLICANT'S NAME:** _____

ORGANIZATION (IF APPLICABLE): _____

MAILING ADDRESS: _____

PHONE (CELL/HOME): _____

RENTAL DATE(S): _____ **START TIME:** _____

½ DAY TIME: ____ **TO** ____ **FULL DAY TIME:** ____ **TO** ____ **HOW MANY:** _____

NATURE OF ACTIVITY: _____

APPLICANT SIGNATURE: _____

I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY DAMAGE WHICH OCCURS AT REPLACEMENT COST AND PAYMENT FOR ADDITIONAL BUILDING USE BEYOND TIME AGREED UPON. _____

INITIALS

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FOR DEPARTMENT USE ONLY

DATE _____ ROOM/MISC CHARGES _____ HOURS _____ RATE _____ TOTAL _____ RECEIPT _____

ACTIVITY Room	_____	\$5.00/hr.	_____
ACTIVITY ROOM	DAY RATE	\$35.00	_____
KITCHEN	FLAT	\$25.00	_____
DAMAGE DEPOSIT		\$25.00	_____

TOTAL DUE \$ _____

AUTHORIZED STAFF APPROVAL

DATE

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CHECK LIST

PLEASE USE THE FOLLOWING CHECK LIST WHEN CLEANING THE KITCHEN AND/OR A ROOM WHERE FOOD AND/OR DRINK IS BEING CONSUMED. THE BUILDING SUPERVISOR WILL CHECK OFF THE FOLLOWING ITEMS AS THEY ARE COMPLETE. THANK YOU!!

- UTENSILS WASHED & PUT AWAY
- COUNTERS WASHED OFF
- FLOOR SWEEP/MOPPED
- GARBAGE OUT TO DUMPSTER
- DISHWASHER SHUT OFF TURN HANDLE TO UNLOCK POSITION
- STOVE & OVEN SHUT OFF
- HEATER, FANS, & AIR CON. OFF
- ALL LIGHTS TURNED OFF
- TABLES WIPED OFF
- CHAIRS STACKED

THE FOLLOWING EQUIPMENT IS AVAILABLE AT NO EXTRA CHARGE:

TABLES, CHAIRS, COFFEE POT, DISHES

1. Requests for use must be submitted to City Hall.
2. Room reservations will not be made without appropriate application and payment at the time of booking. Additional actual usage must be paid within 30 days of event. Advanced reservation may be limited by board staff.
3. A 10% cancellation fee will be charged if the cancellation is made at least 24 hours prior to the date of the event. Anything after, no refunds will be allowed.
4. The room must be used for a minimum of 2 hours.
5. Requests for a series of dates for daily, weekly, or monthly use must receive special approval in consideration of other potential uses.
6. Requests for uses that extend several days and might alter the existing fee schedule must receive special approval.
7. Groups are responsible for general area cleanup and any damages or breakage at replacement cost.
8. This is a NON-SMOKING Facility. NO pets allowed. No exceptions.
9. Events where alcoholic beverages will be served or consumed are permitted under the following conditions:
 - a. A catering permit must be obtained from the City if alcoholic beverages are to be sold.
 - b. The kitchen must be used as the serving location and use fees charged, including a damage deposit.
 - c. Security will be scheduled by the City Council and fees to be paid by the Renter(s).