

**WEST MIDLAND FAMILY CENTER**  
**STAFF ROOM RESERVATION REQUEST**

Date Requesting: \_\_\_\_\_ Circle: Sun Mon Tues Wed Thur Fri Sat Today's date: \_\_\_\_\_

Name of staff making request: \_\_\_\_\_ Type of activity happening: \_\_\_\_\_

Employee's supervisor: \_\_\_\_\_

**Rooms being requested:**

Room:	Time Needed:	
Kitchen/Dining Room	From _____ To _____	
Teen Room	From _____ To _____	_____ Fee for staff (outside operating hours, if applicable)
Skylight Room	From _____ To _____	(\$10.00 per hour)
Gymnasium A or B	From _____ To _____	<b>Time needed/fee must include set-up and clean-up times.</b>
Pool	From _____ To _____	

It is understood that the use of WMFC facilities will be within the hours designated; that the person who has signed below will be responsible for any damage caused to WMFC property during this occupancy; the premises will be used for a lawful purpose and in accordance with the rules of WMFC. Any facilities or equipment used by the group will be left in the same condition as found or better.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS RESERVATION IS NOT CONFIRMED UNTIL AUTHORIZED STAFF HAVE SIGNED BELOW.**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**WMFC Staff Room Reservation Request Guidelines**

- \* Each WMFC staff member (full & part time) has the privilege of using 1 free reservation per year.
- \* This free reservation is to be requested more than 1 week prior to the date needed.
- \* Reservations requested within 1 week of the date needed will be based on availability.
- \* Reservations requested within the week of the usage can be unlimited for the year.

	<b><u>During Non-Operating Hours</u></b>	<b><u>During Operating Hours</u></b>
1. How many rooms can be used during reservation:	1 Room (2 or 3 with a monitoring schedule approved by the Executive Director prior to rental)	1 or more based on availability
2. Are weekend/non-operating rentals available?	Yes, but must find own front desk/lifeguard staff if needed & be approved by department supervisors.	Yes
3. Can I supervise the rental myself? (Not have front desk staff during the rental)	Approval by supervisor first, then: Must have own door code, have proper training of fire alarm, door alarm, emergency procedures and enough WMFC knowledge to handle all situations. Must be able to supervise the group (speak up when group is not following WMFC policies).	Yes, with the following: Enough WMFC knowledge to handle all situations. Must be able to supervise the group (speak up when group is not following WMFC policies).
4. Can I write it in the building schedule myself? How do I make the reservation?	No - Complete form, return to Missy for approval & then she will put in the building schedule.	No - Complete form, return to Missy for approval & then she will put in the building schedule.
5. Is the pool considered a free rental?	There is no pool charge, but must pay for lifeguards & front desk staff if during non-operating WMFC hours. Even if the pool is scheduled to be closed, it is still available if WMFC is open. Must find own front desk/lifeguard staff & be approved by department supervisors. Cannot reserve pool when pool is open to the public.	
6. Additional Information:	<ul style="list-style-type: none"> <li>* Only 1 outside entry door is to be unlocked during rental.</li> <li>* Staff must follow the room cleaning guidelines that are attached.</li> </ul>	