Circle Center Reservation Form

Name of Event_____

Name of Person in Responsible Charge of Event_____

Phone_____**Email**_____

Group Represented(if applicable)_____

Name of the Trained Volunteer to be present:_____

Date Requested_____**Recurring**? Weekly_____Monthly_____

Other (Specify)_____
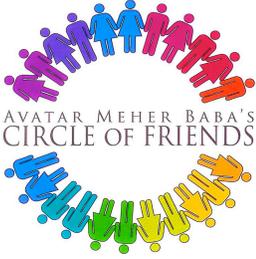Recurring events may be subject to occasional rescheduling if other groups need the space.
Start Time_____**End Time**_____

PLEASE NOTE: In order to publicize this event effectively, we must know what it is about, therefore you have to include a brief description in order to be approved. It can be anywhere from a sentence to a short paragraph in length. Enter it below. Word it such that it requires no further editing to be posted to the Events Calendar, Circle News, Facebook, etc., including all the basic information you want the community and/or public to know about it. Given that not everyone has a way with words, make it as inviting and interesting as you can.

Brief description of event:_____
_____
_____
_____
_____
_____

Private_____**Open to the Baba community**_____**Open to the general public**_____
Is there a charge for this event?_____   <u>**Support Policy**</u> **[User fees]**: For free events we request a love offering, whatever the participants are able and willing to give. **In addition, we appreciate Gift In Kind donations of sealed nonperishable foods for Helping Hand of North Myrtle Beach.**

For paid events we anticipate [request] a Circle donation of about 15%, tax deductible. We are happy to issue a receipt on request. **Permission to Photograph, etc**. Do we have your permission to take photos or videos and/or write an article about your event to publicize the Circle's activities on social media and elsewhere if we choose to do so?_____We will respect your privacy if that is not appropriate for this event.

To Reserve the Circle Center for your event, contact:

Jeff Stearns jstearns@sccoast.net   843-902-0624

Please allow 7 days to process your request. Circle events and followers of Avatar Meher Baba have priority in reserving the space. Otherwise it is first come, first served or as the Board deems appropriate.

Please allow time after your event to clean up the space and leave it in good order out of consideration for the next user. Leave it the way you would want to find it.

No alcohol is to be consumed on the premises. No recreational drugs are allowed.

View the calendar of events for the Circle Center on our web site:www.ambcircleoffriends.com. Private events are simply designated as "Private Event".

I agree to hold Avatar Meher Baba's Circle of Friends, Inc. harmless for any accident, illness, injury, loss, or other misadventure that occurs at this event. I agree to obey all applicable laws and that all participants will be polite and considerate.   I further agree that any materials or equipment provided by the Circle must be returned in the same condition as they were lent. I understand that all reservations are subject to approval by the Circle Board, and a Board member or trained volunteer may need to be present at this event. I understand that the list of volunteers provided by the Circle is very limited and priority goes to staffing the Circle Center during the hours it MUST be open to the public: 2:00 PM to 6:00 PM Fridays, Saturdays, and Sundays. I further understand that, if I want to schedule my event for a different time than the hours listed above, it is strongly recommended that I and/or others in my group train as volunteers to meet the requirement that a volunteer be present. I understand that I am more likely to be able to use the Circle Center regularly if I provide my own trained volunteers.

Signed_____**Date**_____

Print your name_____