



Circle Center Reservation Form

Name of Person in Responsible Charge of
Event _____ Phone _____ Email _____

Group Represented (if applicable) _____

Name(s) of Trained Volunteer(s) to be
present: _____

We strongly encourage all who wish to use the Circle Center regularly to train as volunteers so that they can volunteer at the events of others, and this way all can be assured of having a large pool of trained volunteers for their own events.

Date Requested _____ Recurring? Weekly _____ Monthly _____ Other _____
Recurring events may be subject to occasional rescheduling if other groups need the space.

Start Time _____ End Time _____ What will you use the space for?

Private _____ Open to the Baba community _____ Open to the general public _____

Is there a charge for this event? _____ **Support Policy [User fees]:** For free events we request a love offering, whatever the participants are able and willing to give. For paid events we anticipate 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".

DECLARATION

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 cannot be a volunteer at any event at which I am the presenter or facilitator. I further understand that the volunteers I select are there to work, rather than participate in the event. I understand that I am more likely to be able to use the Circle Center regularly if I provide my own trained volunteers and volunteer at the events of others.



Signed _____ Date _____

Print your name _____