

Blueprint Project
Event Space Reservation
Policy
Effective January 2024

- All reservations are made 7 days or more in advance of the event.
- All reservations made less than 7 days in advance of the event must be prior approved and will be on a case-by-case basis.
- The cancellation policy is 2 days. Please be advised that should you choose to cancel your reservation outside the specified guidelines, you may risk forfeiture of eligibility to utilize the space in subsequent instances.
- If weather conditions warrant the cancellation of an event, we will amend the cancellation policy. Alternatively, a different event date may be selected. **(NOTE: Weather cancellations will be determined based on the closure of Access Health and or the Muskegon Heights Board of Education.)**
- Noise Levels, please note that this is a shared space and to be considerate to others. If noise levels are deemed to interfere with the Board of Education Building, then you may risk forfeiture of eligibility to utilize the space in subsequent instances.
- Roaming is not permitted in the Board of Education Building. Include some type of blueprint of the building.
- Decoration and Alterations are not permitted without prior approval.
- Alcohol and Substance Use is prohibited.
- Children must be supervised; we do not provide on-site daycare.
- Leave space as you found it. Clean up any messes, tear down any decoration, remove any items brought in.
- Violations of any of these rules may result in the forfeiture of eligibility to utilize the space in subsequent instances.

Please fill out the checklist below and return with policies and procedures. Answer and check all that may apply.

- Organization Name or Affiliation:
- For Profit or Non-Profit:
- Date Requested:
- Purpose of Event – Give an example:
- Number of people anticipated:
- Duration of event:
- Equipment needed:
 - Projector
 - White boards
 - Meeting owl
 - Paper/Pens
- Is food or beverage being brought in? If yes, please describe:
- Is the event catered? If yes, by whom?
- Scheduled walk-through date:
- Room layout

Signature _____ Date _____