BLACK BOX THEATRE USE REQUEST

Please complete and return this application with a copy or sample of any material or items proposed for distribution. Type or print all items clearly in ink.

Today's Date  ____/_____/_______

Name of Organization ____________________________________________

Contact Person ______________________________________ Phone ______________________

Fax ______________________ Email ________________________________

Address _______________________________________________________

City ___________________________ State _________ Zip Code ____________

Date(s) of Event ______________________ Time of Event ________ to ________

Description of proposed activity (Please enclose a sketch of how the room is to be set up.) ________________________________

________________________________________________________________

Please indicate which of the following applies:

☐ IRS code 501C3  ☐ Mass Chapter 108 non-profit  ☐ Unincorporated group  ☐ Other

Number of people expected to attend ____________ Is this intended as a fund-raiser?  ☐ Yes  ☐ No

☐ I certify that above information is true, complete and correct.

☐ I have read and agree to abide by the General Conditions for use of the Black Box Theatre at Codman Square Health (637 Washington Street Dorchester, MA 02124)

________________________________________________________________________

Signature of Applicant Date

________________________________________________________________________

Authorized Signature of Organization Date

Revised: October 2018
1. The proposed meeting/event must contribute to building sense of community. It may be educational, cultural, recreational or social nature. Political fund-raisers, commercial activities, religious services event that require admission or private group functions are prohibited.

2. The Black Box Theatre at 637 Washington Street is available only during the hours that the Health Center is open:
   Monday to Friday: 5 PM to 9 PM
   Some Saturdays: 9 AM to 3 PM

   The Health Center reserves the right to relocate meetings or events when necessary. We will make every effort to notify you in advance to ensure minimum disruption.

3. The Health Center must have prior knowledge and approval of any media coverage of the event, and must be notified at least one week in advance of the event regarding speakers, performers, films or programs, and the set-up of such programs.

4. Alcoholic beverages, open flames (except in warming trays), helium-filled balloons, smoking anywhere in the building, and attaching/removing things to/from the walls are prohibited.

5. The Health Center does not provide food service. The kitchen is for teaching and staff use. Special arrangements must be made for classes which entail kitchen use.

6. You must submit your floor plan and arrange for the Health Center to set up tables and chairs at least 24 hours prior to the event.

7. Payment for use of the Black Box Theatre must be made prior to the event.

8. You must arrange all deliveries in advance with the Health Center. The doors of the building may not be left open unless attended by a Health Center staff member or a designated person in your party. The Health Center is committed to confidentiality for patients, clients, and personal safety of all who use the building. For these reasons, access to certain floors and areas of the health center is restricted. For room use on the ground floor of the Health Center, you may use the telephone outside of the security door to call the room where your meeting is being held. The person(s) organizing the meeting can admit you. You must arrange for a representative to accept and sign for all deliveries.

9. Your organization is responsible for all clean-up immediately after the event. All trash must be bagged properly. All food items must be removed from the premises. Furniture should be left as is.

Please ensure that all involved in planning and executing your meeting/event have read these guidelines.

__ Authorization Signature __________

__ Date __________
Black Box Theatre at Codman Square Health Center

Please use diagram to sketch set-up.