

CALL FOR PROJECTS PROPOSALS
BAYSIDE COMMUNITY HALL

GUIDANCE

Bayside Community Hall is a non-profit, member-based, volunteer-run, charitable organization (tax ID 23-7529744) whose mission is to foster community life for residents of Bayside and Humboldt County.

Bayside Community Hall fills its mission in the following ways:

- (1) By maintaining the Hall as a reasonably priced rental venue for community events and activities.
- (2) By organizing and offering events including community meals, public lectures, and crafts fairs.
- (3) By partnering with individuals and groups who use the Hall at a discount to offer activities, events and services that are of interest and benefit to the community.

Bayside Community Hall must maintain a balance between rental activities (which help pay the bills) and public service activities (which reach deep to the core of our mission). In general, we are seeking proposals from individuals and groups that can use the Hall on non-rental days (Monday-Thursday) or on a schedule that can adapt to paid rentals.

Bayside Community Hall has 5 distinct areas that it can offer:

- The main hall, with stage, approx 3600 sf, with wood floor.
- The dining hall, approx 800 sf, with long wooden tables & benches, and vinyl floor.
- The kitchen, approx 600 sf, well equipped.
- The fenced backyard, approx 6000 sf.
- The parking lot.

The types of activities that are sought include, but are not limited to:

- Entertainment events such as concerts, dances, performances or lectures
- Education such as classes, study groups or book groups
- Emergency preparedness and response activities
- Food-related events such as cooking classes, farm stands, food preservation

Priority will be given to projects submitted by individuals who are Hall members. Priority will be given to events and activities that are open to the general public.

Individuals and groups using the Hall are expected to provide goods, services or volunteer time to help the Hall, in return for their usage discounts, and the nature and extent of such in-kind compensation will form part of the usage agreement. See the attached list for possible in-kind contributions. Whenever possible, individuals and groups should provide a Certificate of Additional Insurance to Bayside Community Hall. The Board may, at its discretion, waive the insurance requirement.

Events and activities that charge a fee to the public will be expected to revenue share with the Hall.

To apply, use the following form & send to: Bayside Community Hall, P O Box 31, Bayside CA 95524

For questions or more information, contact the Hall at baysidecommunityhall@gmail.com or leave a message at 707-822-9998 to set up a phone call.

PROJECT PROPOSAL
BAYSIDE COMMUNITY HALL

PROJECT NAME	SUBMIT DATE
NAME OF INDIVIDUAL(S) MAKING THE PROPOSAL	
ADDRESS	
PHONE NUMBERS	
EMAIL	
WEBSITE	
SOCIAL MEDIA SITES	
DESCRIBE YOUR PROJECT	
HOW WOULD YOU USE THE HALL? Days and Times? How often? Which areas? Are you flexible?	
HOW DOES YOUR PROJECT BENEFIT THE COMMUNITY?	
HOW MANY PEOPLE WILL BE INVOLVED IN MANAGING YOUR PROJECT? WHO ARE THEY?	
HOW MANY PEOPLE WILL BE SERVED BY IT? WHO?	
WHAT CAN YOU OFFER THE HALL IN RETURN FOR USE? ANY SPECIAL SKILLS?	

PLEASE ADD ANY OTHER INFORMATION YOU THINK WOULD BE HELPFUL!

IN-KIND HELP POSSIBILITIES

BUILDING MAINTENANCE

- Periodic Cleaning Tasks
- Laundry
- Managing Recycling
- Managing Compost
- Security monitoring
- Special building projects (any building or maintenance skills?)
- Being on-call for building issues or emergencies

GROUNDS MAINTENANCE

- Regular check-in/pick-up parking lot trash
- Lawn-mowing
- Weed-eating around parking lot and perimeter
- Weeding, pruning and planting
- Watering

RENTAL MANAGEMENT

- Orienting renters
- Being on-site during renter events

HALL EVENTS

- Planning
- Set-up
- Clean-up
- Staffing during events
- Event Publicity

ADMINISTRATION

- Website work
- Membership tracking
- Planning membership events
- Helping with annual inventory
- Donor management
- Tax returns
- Serve on a board committee
- Become a board member

FUND-RAISING

- Grant-writing
- Bulk mail processing
- Write an e-newsletter
- Prepare food for member meetings
- Prepare food as a fundraiser
- Solicit donations
- Write thank you cards