



**BELLEMONT BAHÁ'Í SCHOOL**  
P.O. BOX 2533, FLAGSTAFF, ARIZONA 86003  
(928) 526-3797

### School Use Form

The Baha'is of \_\_\_\_\_ request to reserve the Bellemont Bahá'í School for \_\_\_\_ days beginning \_\_\_\_\_, 20\_\_.

Please provide the following information:

1. Type of Baha'í event and the number of people attending \_\_\_\_\_
2. Sponsoring Local Spiritual Assembly \_\_\_\_\_
3. Telephone number of the assembly's secretary \_\_\_\_\_
4. Name, address, telephone number, and signature of the person in charge of the event

Name \_\_\_\_\_  
(Please print)

Address \_\_\_\_\_

Telephone \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Home) (Work) (Cell)

Signature \_\_\_\_\_

The Bellemont Bahá'í School Committee met August 13, 2011, at the Bellemont Bahá'í School and established the following rules and regulations to take effect immediately in order to serve the best interest of all users of the school facilities.

1. Fees:
  - a. Bahá'is and their guests using the school are responsible for all their expenses.
  - b. Day use is \$5.00/child/day (under 10 yrs.), \$10.00/youth/day and \$10.00/adult/day.
  - c. Overnight use is \$6.00/child/day (under 10 yrs.), \$12.00/youth/day and \$12.00/adult/day.
  - d. A refundable cleaning/damage/security deposit of \$250.00 must be provided. All or part of the deposit will be used for cleaning and/or repair of school facilities and property if deemed necessary. Otherwise the deposit will be refunded.
  - e. The use application and the payment of the fees and deposit are to be submitted and to be received by the Bellemont Bahá'í School representative two weeks prior to arrival. Failure to meet this requirement will automatically cancel the event.

2. Regulations:

- a. Campers must provide their own camping equipment. School buildings and the library cannot be used for sleeping. Using these areas as dormitories is a violation of Coconino County Environmental Health Department rules and could result in the closure of the school.
- b. Only managers and food handlers certified by Coconino County Health Department can operate the commercial kitchen. One certified manager must be on the premises at all times the kitchen is in use, and no more than six certified personnel can occupy the kitchen. No other people are permitted to be in the kitchen at any time. If your group will be using the kitchen, list the certified manager and food handlers below and attach copies of their certificates to this use form.

Manager _____	Certificate Expiration Date _____
Food Handler _____	“ “ _____
Food Handler _____	“ “ _____
Food Handler _____	“ “ _____
Food Handler _____	“ “ _____

- c. All supplies (napkins, plates, cups, etc.) are to be supplied by the group.
- d. Individuals and groups arriving at the school who have not complied with the rules and regulations will be told to immediately leave the school campus.
- e. Local Spiritual Assemblies, sponsoring Bahá’i events, activate the insurance policy provided by the National Spiritual Assembly; therefore, all Baha’i events held at the Bellemont Baha’i School must be sponsored by a Local Spiritual Assembly.
- f. Groups using the Bellemont Bahá’i School must arrange to meet with a Bellemont Bahá’i School Committee member for a walkthrough of the facilities at arrival and before leaving the school to insure a clean, safe, and pleasant environment will be maintained for other groups waiting to use the school.
- g. Please mail the School Use Form with your check for all fees and the deposit, two weeks in advance of your arrival to:

Bellemont Baha’i School  
PO Box 2533  
Flagstaff, AZ 86003

Bellemont Baha’i School Committee