

TEESTO COMMUNITY CENTER (CHAPTER) Facility Usage Agreement

Applicant: _____ Address: _____

Telephone #: _____ Community Member: _____ Event/Function: _____

Date of Request: _____ Date of Event: _____ Start: _____ A.M./P.M. End: _____ A.M./P.M.

I, _____, Applicant; Individual or Member of Organization stated herein agree to **ALL RESPONSIBILITIES** applicable to any and all damages to Chapter equipment and facility due to negligence of applicant and/or organization utilizing the Teesto Community Center including public restrooms and kitchen. I further agree to vacate the facility secured and in a clean condition, i.e., floors swept and kitchen/ bathrooms floors mopped. Both restrooms cleaned, all trash containers emptied, all windows and entrances locked and secured, thermostat and all lights turned off. **RENTERS are responsible for bringing their own cleaning supplies and trash must be taken out of the building, if left in the building you will not receive your cleaning deposit.**

I/ We also agree to pay Teesto Chapter as follows:

➤ **Payment must be paid in full before event is scheduled. NO EXCEPTIONS!!!!**

➤ **GYM: REGISTERED VOTER**

Cleaning Deposit \$50.00	Facility Fee \$100.00 + tax	Amount of Payment	Date of Payment	Receipt Number

➤ **GYM: NON-REGISTERED**

Cleaning Deposit \$50.00	Facility Fee \$200.00 + tax	Amount of Payment	Date of Payment	Receipt Number

➤ **CONFERENCE ROOM: WILL ONLY BE RENTED DURING BUSINESS HOURS**

Cleaning Deposit \$20.00	Facility Fee \$75.00 + tax	Amount of Payment	Date of Payment	Receipt Number

➤ **MAIN MEETING ROOM: REGISTERED VOTER**

Cleaning Deposit \$50.00	Facility Fee \$100.00 + tax	Amount of Payment	Date of Payment	Receipt Number

➤ **MAIN MEETING ROOM: NON-REGISTERED**

Cleaning Deposit \$50.00	Facility Fee \$200.00 + tax	Amount of Payment	Date of Payment	Receipt Number

**TEESTO COMMUNITY CENTER (CHAPTER)
Facility Usage Agreement**

I, Applicant/ Individual or Member of Organization stated herein, have read, understood and agree to all terms stated within the AGREEMENT. I further agree to this Facility Usage Agreement.

Applicant Signature: _____ **Date:** _____

Manager/AA Signature: _____ **Date:** _____

NOTE AND ACKNOWLEDGED: I understood that if there are damages and other liabilities regarding this activity/event at Teesto Chapter, I will be held responsible. I also understand, if, damages are more than my deposit, I will be responsible for the payment of all cost to repair damages. I, also, understand the Teesto Chapter had the right to take responsible party to small claims court if need be. _____ initials. Explained by: _____ (OS, AA, or Manager)

Do Not Write Below-Office Use Only

() Returned Refund Cleaning Deposit:

CLEANING DEPOSIT RETURNED TO: _____ **Date:** _____

() Void Cleaning Reason: _____

ACKNOWLEDGED: _____ AA/Manager Date: _____