

# COMMUNITY CENTER USE OF FACILITIES AGREEMENT

GROUP/PERSON REQUESTING USE: \_\_\_\_\_

TITLE OF EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

ROOM(S) NEEDED: \_\_\_\_\_

TIME FACILITIES MUST BE OPENED FOR SETUP: \_\_\_\_\_ TIME EVENT BEGINS: \_\_\_\_\_

TIME EVENT ENDS: \_\_\_\_\_ TIME FACILITIES MUST BE CLOSED: \_\_\_\_\_

NAME, MAILING ADDRESS, PHONE NUMBER OF PERSON(S) MAKING REQUEST: \_\_\_\_\_

NAME(S) OF ADULT(S) PROVIDING THE SUPERVISION: \_\_\_\_\_

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The approval of this signed agreement secures your event on the Community Center calendar. Your event is **not scheduled until the approval signature is secured and financial obligations are paid.**

- 1 It is understood that the person, group or organization making use of the Center by this request becomes the responsible and liable party for the event described above.
- 2 It is understood that persons using the Center will have one adult supervisor for every twenty (20) persons present at the event.
- 3 It is understood that this agreement must be submitted to the Community Center Director for approval before the requested event. (This form must be completed before approval is granted.)
- 4 It is understood that the party or group making this request will contact the Community Center Director to finalize the details.
- 5 It is understood that failure of the individual, group, or organization making this request to fulfill any or all segments of this agreement will give cause for the Community Center Director to deny future requests by said individual, group or organization.
- 6 **FEES:** Fees must be paid prior to the day of the event. A charge of \$25 for the use of any room for 3 hours and a separate \$25.00 deposit is required, but will be refunded if the cleanup checklist below is completed to the discretion of the Community Center Director and/or District Administrator.
  - All trash/garbage, whether recyclable or not, must be cleaned up and placed in the custodial closet.
  - All tables and/or spills should be wiped off with the wipes provided by the Center.
  - All toys and equipment must be picked up and put away.
  - All decorations must be taken down and disposed of by the party or group making the request.
- 7 It should be understood that for the safety of all parties, the exercise rooms are reserved for adult use only.

For questions or concerns, please contact the Community Center Director,  
Suzi Gould at 443-8509 or suzi.gould@albany.k12.wi.us.

Please return this form to the Community Center Director

AUTHORIZATION: \_\_\_\_\_

Community Center Director Approval Signature

Date