# CHAPTER FACILITY USAGE AGREEMENT

**DATE:** ______________   **RECEIPT NO.:** ____________

**NAME/ORGANIZATION:** ____________________________________

**CONTACT NUMBER:** ______________________________________

<table>
<thead>
<tr>
<th>PAYMENT</th>
<th>USER FEE</th>
<th>TAX 6%</th>
<th>OPERATIONAL FEE</th>
<th>TAX 6%</th>
<th>TOTAL AMT</th>
<th>AMOUNT PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Fund Raising</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BINGO &amp; CAKEWALK</td>
<td>$70.00</td>
<td>$4.20</td>
<td>$20.00</td>
<td>$1.20</td>
<td>$95.40</td>
<td>____________</td>
</tr>
<tr>
<td>Non-Member Fund Raising</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BINGO &amp; CAKEWALK</td>
<td>$95.00</td>
<td>$5.70</td>
<td>$25.00</td>
<td>$1.50</td>
<td>$127.20</td>
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<tr>
<td>Member Family Activities</td>
<td>$55.00</td>
<td>$3.30</td>
<td>$20.00</td>
<td>$1.20</td>
<td>$79.50</td>
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<tr>
<td>Non-Member Family Activities</td>
<td>$70.00</td>
<td>$4.20</td>
<td>$25.00</td>
<td>$1.50</td>
<td>$100.70</td>
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<tr>
<td>Kitchen Use</td>
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<td>$10.00</td>
<td>$0.60</td>
<td>$31.80</td>
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</tr>
<tr>
<td>Other/Organizations (Mtgs, Etc.)</td>
<td>$55.00</td>
<td>$3.30</td>
<td>$20.00</td>
<td>$1.20</td>
<td>$79.50</td>
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<tr>
<td>Political Purpose</td>
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<td>$16.20</td>
<td>$20.00</td>
<td>$1.20</td>
<td>$307.40</td>
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</tbody>
</table>

**RESERVE DATE:** ___________ **TIME:** ___________ - ___________ 

I, __________________________, agree to use the facility under the following conditions:

**I. CLEAN-UP:**
All furniture (chairs, tables, etc.) and equipment (kitchen, stove, sink, etc.) must be cleaned and left in the condition as found prior to the activity and in an acceptable manner. Any damages found to equipment will be the responsibility of the person who signed the agreement, and will be requested to pay for damages and/or will not use the facility for future events.

**II. LIABILITY:**
It is the sole responsibility of the requestor to obtain their own liability insurance. In addition, requestor warrants they have inspected the premises and found them safe and suitable for intended use and hereby releases and holds Newcomb Chapter harmless from any liability to requestor, requestor’s equipment, property, employees and agents in regards to this requestor’s presence on the Newcomb Chapter compound. Security shall be furnished by the requestor before the activity, and a drug and alcohol free event.

**APPROVED BY:**

__ ___________________________  ____________
Requestor’s Signature  Date

__ ___________________________  ____________
Chapter Manager’s Signature  Date

**COMMENTS:** __________________________________

__ ___________________________  ____________
Administration Staff Signature  Date

*Property Management Policies Procedures: Chapter Facility Usage
Revised: 04/14/13 Chapter Meeting Approval*
I further understand that all damages, which occur to the chapter as a result of this activity and injuries to any participant of this activity will be the liability of the organization/name(s) stated on this agreement form.

Signature(s) _____________________________

Date ____________
CLEANING CHECKLIST

**PLEASE BRING YOUR OWN CLEANING SUPPLIES AND TRASH BAGS**

Meeting Room/Kitchen/Hallways/Restrooms

1. ______ Floors and hallways are to be swept and mopped at the end of the event.
2. ______ If tables are used, they must be wiped cleaned and placed back in the proper space at the end of the event.
3. ______ The chairs must be neatly stacked and cleaned.
4. ______ Men’s restroom:
   Restroom is to be cleaned, swept and mopped. Proper care should be given to commodes to avoid back-up problems. Check commode tank for trash, empty bottle or cans. Empty the trash cans and reline it with new bags. Please check restroom walls for markings.
5. ______ Ladies restroom:
   Restroom is to be cleaned, swept and mopped. Proper care should be given to commodes to avoid back-up problems. Check commode tank for trash, empty bottle or cans. Empty the trash cans and reline it with new bags. Please check restroom walls for markings.
6. ______ Kitchen:
   Floor must be swept and mopped; counter tops and appliances must be wiped cleaned and sanitized; empty trash cans.
   *DO NOT DRAIN GREASE OR COFFEE GRIND INTO THE KITCHEN SINK OR DISPOSE THEM OUTSIDE OF THE FACILITY.*
7. ______ Please take out all trash bags and take it with you. Also check the parking lot area for trash and/or broken glass.
8. ______ Turn off all lights.

Note: The renter(s) of the facility are strongly advised by the chapter to use all energy sources (electricity, gas, water, etc.) efficiently and with restraint to help conserve utility expenses.

Property Management Policies Procedures:
Chapter Facility Usage
Revised: 04/14/13 Chapter Meeting Approval