EAST CENTRAL COMMUNITY CENTER
500 South Stone Street
Spokane, WA 99202
(509) 625-6699 fax (509) 625-6915
http://www.ecccspokane.org

OFFICE USE ONLY

Deposit:	$_____	Rec'd _____
Room Rental Fee:	$_____	Rec'd _____
Custodian Fee:	$_____	Rec'd _____
Tarp Fee:	$_____	Rec'd _____
Total Amount:	$_____	Rec'd _____

INITIAL AND DATE!

USE OF FACILITY AGREEMENT

Organization: _____ Non-Profit Organization: Yes_____ No_____

Contact: _____ Phone #:_____ Fax #:_____

Address: _____ City, State, Zip: _____

Email: _____ Date(s) of Event: _____

Area to be used **(circle one)**

Conference Room 1 Conference Room 2 Conference Room 3 Senior Area Gym Multi-Purpose Room

Anticipated Number of Participants: _____

Purpose: _____

Time in (Including set-up): _____ Time Out (Including breakdown): _____ Total # Hours: _____

Breakdown Time for Custodian: 2hr minimum **(to be included in custodian fee)**

Set-up Instructions: _____

Equipment Needed: _____

***PLEASE NOTE: RESERVATION IS NOT CONFIRMED UNTIL DEPOSIT AND SIGNED CONTRACT ARE RECEIVED.**

RENTERS RESPONSIBILITIES:

1. Absolutely **NO RED or GRAPE BEVERAGES** can be served in any part of the Center.
2. **NO SMOKING IN BUILDING AT ANY TIME**
3. **NO ALCOHOL ALLOWED IN BUILDING AT ANY TIME. IF ALCOHOL IS FOUND ON THE PREMISES DURING YOUR EVENT YOUR EVENT WILL BE CANCELLED. YOU WILL NOT RECEIVE A REFUND FOR THE REMAINING TIME AND WE WILL NOT REFUND YOUR DEPOSIT.**
4. General clean up of area is required.
5. Supervision of event is required.
6. Reimbursement will be made to the East Central Community Center for any physical damages to facility or excessive cleanup. (Deposit will be applied to any repair costs.)
7. Indemnification of the East Central Community Center for any injuries to any person as a result of the above stated event.
8. Complete "Use of Facilities Questionnaire" provided including number of persons attending event.
9. Notify the East Central Community Center if the above stated event is cancelled. If notice of cancellation is not given at least 10 days prior to event, rental fee will be charged in full.
10. Not to exceed Fire Marshall's assigned maximum occupancy of each area.

EAST CENTRAL COMMUNITY CENTER RESPONSIBILITIES:

1. Set-up and break down for event.
2. Staff person on duty at all times.
3. Return of damage deposit provided facility is left in good condition and time limit is not exceeded.
4. East Central Community Center reserves the right to cancel routinely scheduled activities for special functions put on by the Community Center.

_____ _____

E.C.C.C. Representative Date Signature of Responsible Party Date

DOES NOT INCLUDE USE OF KITCHEN