

EAST CENTRAL COMMUNITY CENTER
 500 South Stone Street
 Spokane, WA 99202-4150
 (509) 625-6699 fax (509) 625-6915
 http://www.eccspokane.org

OFFICE USE ONLY			
Deposit:	\$ _____	Rec'd	_____
Room Rental Fee:	\$ <u>75.00</u>	Rec'd	_____
Custodian Fee:	\$ _____	Rec'd	_____
Total Amount:	\$ _____	Rec'd	_____
INITIAL AND DATE!			

USE OF KITCHEN AGREEMENT

Organization: _____ Non-Profit Organization: Yes_____ No_____

Contact: _____ Phone #: _____ Fax #: _____

Address: _____ City, State, Zip: _____

Email: _____ Date(s) of Event: _____

Anticipated Number of Participants In Kitchen: _____

Purpose: _____

Time in (Including set-up): _____ Time Out (Including clean-up): _____ 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 AND 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, including all utensils.
5. Supervision of event is required.
6. Reimbursement to the East Central Community Center for any physical damages to facility or excessive cleanup. (Damage 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 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.
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 ROOMS