

**Usage Application
Cane Ridge Community Club**

Responsible Person's Name: _____

Address: _____

Email address: _____

Ph # 1: _____ Ph # 2: _____

Event Date: _____ Number of attendees (cannot exceed **80**): _____

Type of event _____

Note: Events MUST be finished and out by 9:00 p.m., including all clean-up

Will you serve refreshments? **ALCOHOL IS ILLEGAL ON PREMISES**

_____ yes \$250 **CASH** Usage Fee due two weeks prior to event AND \$100 deposit

_____ no \$100 **CASH** Usage Fee due prior to event AND \$100 deposit

How did you find out about Cane Ridge Community Center? _____

Initial that you understand each item:

_____ I will be **out of the building by 9:00 p.m.**

_____ **I will remove all trash from the premises. (We have no trash service.)**

_____ I will be present during the entire event. I am responsible and liable.

_____ I will clean, including sweeping and mopping and perfectly stacking the chairs 8 per stack..

_____ No nails, tacky tape, cellophane tape, masking tape or tacks. **The only allowed tape is blue painters tape.** There are magnetic surfaces and cork board strips for you to use.

_____ **NO glitter**, small beads, confetti, bubbles, wax candles or similar items.

_____ The Community Club will be left in a clean and orderly condition of "reset" without damage of any kind, chairs properly stacked and clean by 9:00 p.m.

_____ I will not move pictures on the walls, or otherwise manipulate the structure in such a way that its normal purpose is disturbed, not apparent, or that damage can occur.

_____ The club furnishes soaps, trash bags, cleaning supplies, hand towels and tissue. All other supplies located at the Club are the property of the Club and are not to be used by outside parties.

_____ I understand that this facility is a Historical Facility located within a Metro Park and within a Residential Community. **Examples of unlawful activities include, but are not limited to:**

possession/consumption of alcoholic beverages, skating, loud music, fireworks, smoking or any other activity that is a violation of law, endangers the historical nature of the premises or disturbs neighbors. The Board of Directors and/or their representative or Metro Park Police have the authority to end an event at any time.

_____The deposit will not be returned if any of the terms of this agreement are violated. That determination is solely up to the board members and/or their representatives. I will not receive my deposit if I cancel within two weeks of the date. Deposits will generally be returned the night of the event after inspection, or as is agreeable.

Please read these instructions and limitations carefully. If you cannot abide by them, then unfortunately this facility is not right for you. All persons with whom you will speak during this process are volunteers. We clean, provide new furnishings and appliances, stock, open the building for you to see and then for you to use, come lock it back, and otherwise take care of it completely as volunteers. Call us TWO HOURS before your event or the evening before to remind us to let you inside.

If the facility is right for you, then we need these things from you:

- Contact us to make sure your date is available
- \$100 Deposit, Usage Form and **Copy of Driver’s license to CaneRidgeCommunityClub@gmail.com**

Signed:

Date:

X _____

facility user – responsible party

