

# Quartz Creek Improvement Association

115 Miners Avenue      Ohio City, Colorado      81237

## Facility / Furnishings Use Agreement

*This form must be completed, signed and returned prior to usage.*

By signing this agreement, I understand that I will leave the facility and/or furnishings in good and cleaned condition and table and chairs in the arrangement I found them. If furnishings were removed from the facility or facilities, they will be returned within two days. If I was given a key, the key will be returned within two days.

*No alcohol is permitted on Ohio City Hall or Ohio City Schoolhouse property.*

**Signature:** \_\_\_\_\_ **Agreement Date:** \_\_\_\_\_

I have verified that everything was left and/or returned in good and cleaned condition, tablecloths were cleaned, folded and put in containers, tables and chairs were replaced in the arrangement I found them. *See attachment for arrangement diagram.*

**Signature:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_

Facility key given to user?    Yes    No                      Facility key returned?            Yes    No

**DONATIONS:** It is important that the Facilities/Furnishings help pay for themselves. The suggested donations below help cover the cost of utilities, liability insurance, wear and tear on QCIA property, cleaning and supplies, etc.

**QCIA Member - \$50.00      Non-Member - \$80.00      Non-Profit – Donation Appreciated**

Name of User: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date(s) Facility to be used: \_\_\_\_\_

Facility being used:                      \_\_\_\_\_ Ohio City Hall                      \_\_\_\_\_ Ohio City Schoolhouse

*All Furniture / Furnishings must remain in Quartz Creek Valley area.*

Dates Furniture / Furnishings will be picked up for use: \_\_\_\_\_

Dates Furniture / Furnishings will be returned: \_\_\_\_\_

Address where Furniture / Furnishings are being used: \_\_\_\_\_

\_\_\_\_\_

**Please use the attached Furniture & Furnishings List to enter the quantity of each to be removed from facility.**

To make arrangements to return this form or if you have questions call or email the QCIA President.

# QCIA

## Furniture and Furnishings List for Use Agreement Form

### Ohio City Hall

Furniture	Quantity Available	Quantity To Be Removed
8' Folding Tables	14	
8' Wood Fixed Serving Table	2	
4' Wood Fixed Tables	2	
3' Wood Fixed Table	1	
Brown Padded Stackable Chairs	80	
Multicolored Plastic Stackable Chairs	16	

### Ohio City Schoolhouse

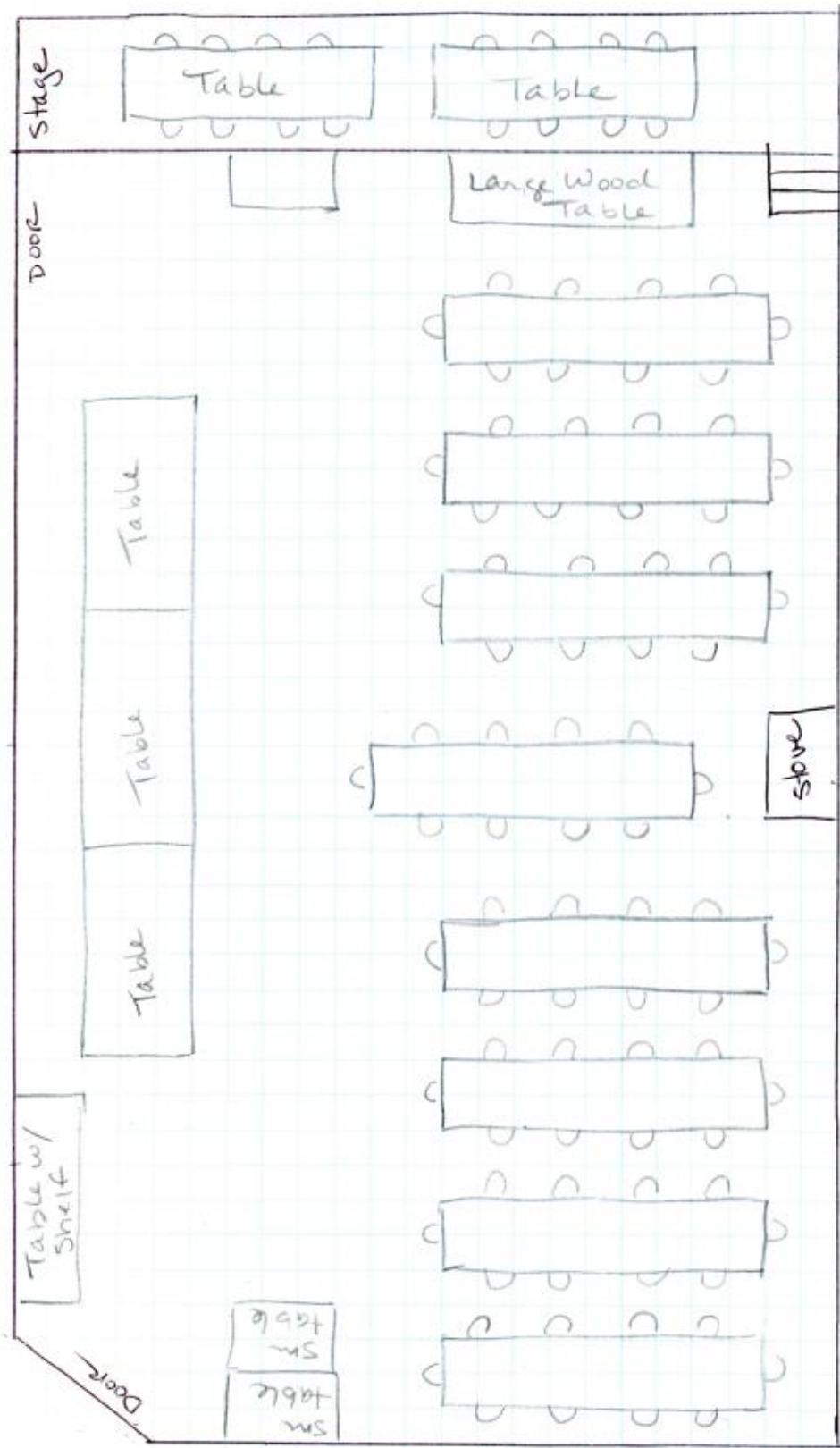
Furniture	Quantity Available	Quantity To Be Removed
8' Folding Tables	10	
8' Old Red Laminate Tables	2	Not Available to be Moved
Multicolored Plastic Stackable Chairs	35	

### Tablecloths

Furnishing	Quantity Available	Quantity To Be Removed
Red Bandana Print Flannel Backed Vinyl	16 for 8' tables, 4 for 4' tables	
Giant Blue Check Flannel Backed Vinyl	16 for 8' tables, 4 for 4' tables	

### Miscellaneous

Furnishing	Quantity Available	Quantity To Be Removed
Red Potholders	40 in 2 Containers	
Serving Utensils	Misc in a Container	
Salt & Pepper Shakers	Container	
Coffee Urns	3	
Beverage Dispensers	2	
Igloos	2	



# OHIO CITY HALL FURNITURE ARRANGEMENT