

Policy for Private Use of Community Room or Equipment

Use of the Community Room for private use or for local events is encouraged.

This is a drug free / alcohol free / tobacco free facility in its entirety.

1. McGrew Village business takes priority over all reservations. If an unscheduled meeting is called, attempts will be made to notify you. If you choose not to reschedule, your entire deposit will be refunded.
2. We will check the calendar so that hopefully no date conflicts should occur. If there is someone with a tentative date scheduled the same day as your request, you will be informed and may be able to reschedule.
3. Your date is only tentatively scheduled until the necessary fees are collected. When your check and this agreement are received, your date will be secured. If someone else chooses to schedule the Community Room or equipment on the same date, the first one to submit the agreement and fees will be given priority. (All known possible date conflicts will be known to you at the time of your inquiry.)
4. Residents will be charged a deposit of \$25.00. Non-residents will be charged a deposit of \$40.00. If the Community Room and equipment are left in reasonable condition, \$15.00 of the deposit will be refunded.
5. Access to all kitchen utensils and supplies are available as well as the tables and chairs.
6. The person or persons reserving the building and equipment shall be responsible for any damage or property loss that may occur. This responsibility shall include the completion of any necessary repairs and/or replacement of any lost or damaged property. All financial liability for any damage or injury is the sole responsibility of the person or persons requesting the use of the building or equipment. (This does not apply to items considered as regular maintenance, only to items lost or damaged.)

I have read this statement and agree to these conditions.

Name: _____

Date for Reservation: _____

Address: _____

Use of Community Room: Y or N _____

Phone Number: _____

Use of Equipment Only: Y or N _____

Signature: _____

List Equipment Borrowed: _____

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