

Facility Use Registration Form



REGISTRANT INFORMATION

Organization Name: _____

Responsible Party: _____

Phone Number(s): _____

Address: _____

E-mail

E-mail is used for client communication, invoice transmittal and periodic announcements of upcoming programs and special events. Opt-out options are available on all bulk communiques. UVEC holds all e-mail addresses confidential and does not reveal or sell any e-mail addresses.

DESCRIPTION OF USE

Please describe your Event/Class/Program _____

Date and Hours _____

Number of Adults _____, Children (under 10) _____, Adolescents (10-18) _____

<u>TYPE OF USE</u>	<u>ROOM OR OUTDOOR FACILITY</u>	<u>FURNITURE & A/V EQUIPMENT</u>
<input type="checkbox"/> Private Meeting	<input type="checkbox"/> Common Room	_____ Chairs
<input type="checkbox"/> Children's Birthday Party	<input type="checkbox"/> Fireplace Room	_____ Benches
<input type="checkbox"/> Adult Birthday Party	<input type="checkbox"/> Lower Program Rooms	_____ Round Tables (not more than 3)
<input type="checkbox"/> Corporate Training	<input type="checkbox"/> Upper Office	_____ Rectangular (not more than 10)
<input type="checkbox"/> Non-Profit Meeting	<input type="checkbox"/> Grass Common	_____ TV/VCR/Screen/Lectern/PA
<input type="checkbox"/> Educational Class	<input type="checkbox"/> Stage	_____ 10'x10' Tent
<input type="checkbox"/> Grounds Special Event	<input type="checkbox"/> Pirate Ship Play Yard	_____ 20'x20' Tent
<input type="checkbox"/> Other - Please Describe _____	<input type="checkbox"/> Bouncy Castle	
	<input type="checkbox"/> Other - Please explain _____	

SET UP - ADDL. FEE FOR THESE ITEMS

_____ Internet Access (DSL)
 _____ Projectors (Overhead or Digital)

OTHER REQUIREMENTS - TO BE ARRANGED

BY UVEC STAFF OR BROUGHT IN BY RENTER

Insurance: proof on file waived _____ **CHECK LIST**

Unlock/Lock Up instructions given

Garbage and Site Conditions: UVEC is a carry in/carry out, leave no trace site. Should the site not be left as it was when you arrived, you may be billed up to \$50 for cleanup/break down. Garbage bags and cleaning supplies provided.

Billing: Actual bill may be more or less than estimate. Billable time includes set up and clean up time.

RATE AND TERMS

Minimum deposit of \$50 or 50% of estimated rental. Refunds available up to three weeks in advance of first use date, otherwise UVEC keeps 100% in case of cancellation for any reason.

Deposit \$ _____ received on _____ or due by _____

I have been given a copy of this form and my signature below indicates I understand I am using the site at my own risk.

Agreed: _____

Date: _____

Agreed: _____
 Bruce M. Genereaux, UVEC