



Facility Use Agreement Application

Organization: _____
Contact Person: _____
Mailing Address: _____
Email Address: _____
Phone: _____

Date(s) of Use: _____
Time of Use: From _____ To: _____
Nature of Activity: _____
Location and room requested: _____

Are you a Celebration Education member family? Yes No

Total Rental Fee (see rent schedule): \$ _____
Minus Deposit Due With Application: \$100.00
Balance Due 14 Days Before Rental: \$ _____

Additional items available upon request:

- TV
- Computers

Estimated Number of Attendees (including staff): _____

One adult is required for each 10 youth.

Fingerprinted background checks are required for all adult staff.

Are you a DOJ authorized agency to request criminal background checks? Yes No

If yes, what is your ORI number? _____

If no, each adult staff will need to get a background check for Celebration Education, using this form:
https://docs.wixstatic.com/ugd/9129a8_fe2ab93e583f40829577c4c79d545db0.pdf

List the adult staff members that will be on site:

_____	_____
_____	_____
_____	_____
_____	_____

Rules:

- Room is not reserved until application has been received by Celebration Education and deposit has been paid.
- Cancellation of a rental will result in loss of deposit.
- Full rent must be paid fourteen (14) days or more prior to your use.
- Smoking is prohibited in and around the facility.
- Signs and decorations may only be affixed by removable tape.
- Rental ending time means your decorations, food, trash and materials are removed, your guests have left, and the room is tidy and ready for another group to immediately occupy the space.
- The facility, parking lot, grounds, and equipment shall be left in the same condition as they were prior to use. As applicable, before leaving you will:
 - Remove your posters, decorations, and supplies.
 - Clean all surfaces: chalk boards, whiteboards, windows, floors, tables, and bathrooms.
 - Leave tables and chairs set up neatly.
 - Turn off heating and air conditioning.
 - Turn off lights.
 - Lock doors.

I have read and agree to abide by all of the Celebration Education Facility Use Agreement rules.

Applicant Signature: _____

Date: _____

Rent Schedule:

\$5/hour	Table
\$20/hour	Room
\$50/day*	Room

One "day" is until 3pm or 3pm on.