

City of Port Orchard

ACTIVE CLUB BUILDING

FACILITY USE APPLICATION

The Port Orchard Active Club Building is owned and operated by the City of Port Orchard for community use. Individuals or non-profit organizations may request to use this facility by submitting the following application. This facility is not available for use by fraternal organizations or for religious or profit making events. No alcoholic beverages are allowed on City property.

Name of organization: _____

Person in charge: _____

Address: _____

Daytime phone: _____

Emergency phone: _____

Alternate Contact person: _____

Day time phone: _____

Emergency phone: _____

Requested Date(s) of use: _____

Time _____ to _____

Time _____ to _____

*** Include set-up & clean-up

Type of activity: _____

Estimated attendance: _____

RULES AND REGULATIONS FOR USE OF ACTIVE CLUB BUILDING

1. A completed application must accompany all building use requests and must be submitted to the Port Orchard City Clerk's Office prior to the event date. Applicable fees and/or deposit must be made at the time of application.
2. Cancellation of reservations must be made five working days prior to scheduled date of use. Failure to do so forfeits rental fee and/or deposit.
3. User groups who use the facility on a regular basis (i.e. daily, weekly, monthly) must re-apply annually. Facility reservations will be valid from January through December.
4. It shall be the responsibility of the organization and/or the person in charge of the organization to notify the City of any changes pertaining to current contact(s) or scheduling. A new application may be required at the time of such changes.
5. If a regular user group fails to pick up keys to use the facility for three consecutive scheduled dates, without notifying the City Clerk's Office, the reservation will be canceled and deposit will be forfeited.

PLEASE TURN OVER

6. Active Club Building keys must be picked up at the City Clerk's Office, 216 Prospect Street prior to use and returned immediately after usage. Users scheduled for weekday evenings must pickup keys prior to 4:30 PM the day of use. Weekend users must pick up keys prior to Friday at 4:30 PM.
7. No group or user is authorized to maintain keys for the building or any individual room. Keys shall not be duplicated.
8. Adequate supervision and/or chaperons must be provided by the applicant.
9. No alcoholic beverages are allowed on city property.
10. The misuse of facilities or non-conformance to rules and regulations may result in denial of future use.

The applicant agrees to abide by all rules and regulations for use of City of Port Orchard facilities; to exercise the utmost care in the use of City facilities; and to save the City of Port Orchard harmless from all liability resulting from the use of the City's facilities. The applicant further agrees to reimburse the City of Port Orchard for any damage arising from the applicant's use of City facilities.

Signature: _____

Date: _____

Office Use Only

Application received _____
Date

Application approved _____
Date

Application denied _____ reason: _____
Date

Signature

Use approved for:	Room 1 Occupancy 100	Room 2 Occupancy 47	Room 3 Occupancy 20	Kitchen
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Total fees: _____ Receipt #: _____ Deposit: _____

Deposit of \$ _____ returned on (date): _____ to _____
Recipient's signature