

## FACILITY USE AGREEMENT

I, \_\_\_\_\_ would like to reserve the Alachua Woman's Club Clubhouse located at 14565 Main Street, Alachua, Florida on \_\_\_\_\_

\_\_\_\_\_ I am using the Clubhouse for my personal use.

\_\_\_\_\_ I represent \_\_\_\_\_.  
(Name of Organization)

I understand that my security deposit is \$250.00 which is refundable only if I meet all the requirements listed below. You will be refunded within 4 weeks of your rental date.

\_\_\_\_\_ The use fee for a one day period is \$650.00. Receipt of your security deposit secures the date. Cancellation of the reservation must be made in writing to the Alachua Woman's Club ninety (90) days prior to the reservation date in order to receive a deposit refund.

\_\_\_\_\_ If you would like to use the building for a half-day (6 hours), the fee is \$425.

\_\_\_\_\_ If you would like to use the building for two consecutive days, the fee is \$975.

\_\_\_\_\_ If you would like to use the building for three consecutive days, the fee is \$1225.

\_\_\_\_\_ The hourly rate is \$125 and this agreement is for \_\_\_\_\_ hours.

The use fee of \$\_\_\_\_\_ is payable ninety (90) days in advance of the event. Please note that this fee provides for use only on the day of the event.

\_\_\_\_\_ I would like to use the sound/projection system for an additional fee of \$50.00 to be paid with the use fee.

In signing this agreement, I agree that I, and/or the group I represent if applicable, will adhere to the following requirements:

1. **Absolutely no nails, tacks, staples, or tape are to be used on the walls, trim, ceiling or stone work. No tape of any kind may be used on any building surface. Command Strips\* may be used and tension rods in the windows may be used.**
2. Clubhouse will be locked and the lights turned off if no one is present in the building. The heat or A/C may be left on for comfort purposes during the day at no higher or lower than 72.
3. The electric logs in the fireplace may be used but must be unplugged when you leave.
4. Furniture, mirrors, curtains and wall hangings are not to be removed.
5. Parking on the grass is not allowed. Do not use the Baptist Church parking lot if they have an event in progress.
6. Fold chairs and stack on top of tables. Do not roll or drag the tables, please carry them. \* <http://www.command.com>

**Upon final departure from the Clubhouse, you must:**

1. Remove all food from kitchen and refrigerator.
2. Sweep floors & clean up in liquid on floors. Brooms are in closet left of refrigerator.
3. Remove all trash and garbage to the dumpster outside the back door. Do not leave any trash on ground by dumpster or on porch.
4. Remove all items rented from an outside company or brought in by you. Any exceptions must be arranged in advance with the Alachua Woman's Club.
5. Make sure all toilets and urinals are flushed.
6. Turn off heat-A/C 1 (3 units-1 in tea room & two in main room to left of stage).
7. Turn off all lights inside and out. Front porch light stays on.
8. **Lock and close** all Clubhouse and storage shed doors and windows. Return the keys to the lockbox.
9. I agree that if any of the above listed items are not completed, it is grounds for forfeiture of all or part of my security deposit.
10. I agree to be responsible for any damage due to neglect, misuse or abuse of the Alachua Woman's Club Clubhouse, its contents, and surrounding property. I agree to repair or replacement cost of any such damage or loss that exceeds the security deposit.

Deposit Received \$ \_\_\_\_\_ Date \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Rental Received \$ \_\_\_\_\_ Date \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

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Printed Name

Telephone

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Signature

Email

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Address, City, State, Zip

If the deposit is to be returned to someone else, indicate below:

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Name

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Address, City, State, Zip

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Signature of Clubhouse manager

***Please make checks payable to: Alachua Woman's Club and  
mail with a copy of this agreement to: P.O. Box 374, Alachua, FL 32616  
In case of emergency call: 386-462-2467 or 386-462-1760 or 352-258-3906***