

SSA Facility
Free Use Agreement

Organization/User: _____

Address: _____ Phone #: _____

Facility to be used: _____

Type of Function: _____

Usage Time & Day of Week: _____

Single Use Date: _____

Assigned Key #: _____

Any deviation, from the above stated, times, dates, or facilities, must be authorized by Service Agency Management.

All children must have adult supervision, at all times.

Users are responsible for keeping the facility clean. For the Clubhouse this includes: vacuuming, wiping counters/tables/chairs, cleaning windows, disposing of garbage, cleaning sticky floor areas and cleaning bathrooms, if needed.

Tables must be covered when using crafts. Tables and chairs cannot be borrowed or removed from the Clubhouse, except when used on the Clubhouse deck or patios, and must be replaced.

A \$200.00 damage/cleaning deposit is required. If damage does occur to the facility, or any equipment therein, the user will be accountable for all cleaning and/or repair costs, exceeding the deposit amount. Keys must be returned in good condition to receive a full deposit refund.

The SSA facility being used is to be left in rentable condition, after each use.

Clubhouse users are responsible for ensuring that all doors are locked, and the lights are turned off, when they leave the building.

Deposit Received: \$ _____ Cash _____ Check _____ Credit Card # _____

User's Signature: _____

User's Printed Name: _____

Service Agency's Signature: _____ Date _____

