

**Castleford Community Center
Facilities Usage Agreement**

Name: _____

Organization: _____

Address: _____

Phone: _____

E-mail: _____

Date & Time requested:

Date (mm/dd/yy)

Circle: Meeting Room Kitchen Gym

Set-up time:

Event time:

Clean up finish time:

The above person/organization agrees to:

- Leave the facilities in the same condition, cleanliness, arrangement, and repair as you found them.
- Report any damage or breakage to the city office on the next working day.
- Complete Building Cleaning Record in kitchen.

Name (printed) _____

Signature _____

Date _____

Policies & Schedules

Purpose Statement: To provide comfortable, safe, and useful facilities for as many groups as possible that enhance the civic, educational, and recreational needs of the Castleford community.

The building is owned and operated by written agreements between the Castleford Men’s Club, Castleford Quick Response Unit, the Castleford School District, and the City of Castleford. The building was provided through the generous donations of many organizations and businesses and is here as a non-profit facility that only needs collect enough fees and donations for maintenance.

Scheduling is on a first-come-first-served basis with the official calendar managed by the City Clerk who can be contacted at 208-537-6544. Scheduling can be done up to one year in advance with the above ownership groups allowed to schedule before that one-year date. If you would like to switch times with a previously scheduled group, contact that group.

Use of the facility is a privilege and not a right. Abuse of the facility or this policy can result in losing the right to use the facility. **Respect is the first requirement for use. Due to being school property, alcohol and tobacco products are not allowed. All persons under 18 must be supervised by an adult over 20 that is present & responsible for them.**

Deposits and Use Fees

1. Private single use or “for profit” groups

A refundable deposit fee of \$50/room (meeting room w/kitchen, gym) is due at time of reservation. The deposit is refundable following an event when it has been determined the facility use met with the Building Cleaning Record after usage.

A non-refundable rental fee of \$50/room (meeting room w/kitchen, gym) is due 2 weeks prior to use in order to hold the reservation.

****No use fee is charged for the physician under current contract.**

2. Special interest, Civic, Youth, and Building Owner groups.

There is no charge for use of the facility by groups such as church groups, recreational teams, card clubs, adult education meetings, recovery groups, or exercise groups.

There is no charge for use of the facility by groups such as 4-H, youth sports, Scouts, School classes or organizations, community classes or organizations, voting, funerals/memorials, QRU, Castleford Men’s Club, Castleford City Council and Castleford City meetings.

Any donation to help cover utilities and maintenance is welcome.

3. Table and Chairs

****White plastic tables and chairs are not to be rented or borrowed.** Tables in gym storage and metal chairs can be rented and used with a \$50 refundable deposit. Reservations are to be made with the city clerk prior to use, with deposit being refunded upon return and verification by the clerk.

Office use only:

Date/time form and deposit received: _____

Amount of deposit \$ _____

Amount returned \$ _____

Amount of use fee \$ _____

Code: _____

Rentors signature on return: _____

Chair rent \$ _____

Table rent \$ _____

Quantity taken _____

Quantity returned _____