

Castleford Community Center Facility Usage Agreement

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 agreement between the Castleford Men's Club, Castleford Quick Response Unit, 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 collects enough fees and donations for maintenance.

Policies

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

Scheduling

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, please contact the group.

Deposit & Use Fees

1 Private Single Use or "For Profit" Groups:

A non-refundable rental fee of \$50/room is due 2 weeks prior to use in order to hold a

- * reservation.
- * A refundable deposit fee of \$50/room is due at the time of reservation.
(The kitchen comes with the rental of the meeting room or gym.) The deposit is refundable following an event when it has been determined the facility use met with the Building Cleaning Record after usage.
- ** No use fee is charged for the physician under current contract.

2 Special Interest, Civic, Youth & 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, and or exercise groups.
- * There is no charge for use of the facility by groups such as 4-H, youth sports, Scouts, Castleford School District classes/organizations, community classes or organizations, voting, QRU, Castleford Men's Club, Castleford City Council and Castleford City meetings.
- * There is no charge for Funerals/Memorials
- ** Groups are welcome to make a donation to help cover utilities and maintenance

3 Tables & Chairs

- * Tables & metal chairs in gym storage 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.
- ** The white plastic tables & chairs are NOT to be rented or borrowed.

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Reservation Contact

Name: _____ Organization: _____
Address: _____ Phone: _____
Alternate Contact: _____ Email: _____

Event Details

Date of Event: _____ Purpose: _____ Event Time (Start to Finish): _____

Requesting Use Of:

☐ Meeting Room

☐ Kitchen

☐ Gym

Chairs & Tables Rental

☐ Chairs / Quantity _____ ☐ Tables / Quantity: _____

User Agreement

The above person(s) and or organization agree to:

- » Leave the facilities in the same condition, cleanliness, arrangement, and repair as you found them.
- » Place all garbage in receptacle at gym door. If it does not fit inside, remove it from the premises.
- » Report any damage or breakage to the City Hall on the next working day.
- » Complete "Building Cleaning Record" in the kitchen on the refrigerator
- » Acknowledges that failure to comply with User Agreement will result in loss of deposit

Name (Printed): _____

Signature: _____

Date: _____

OFFICE USE ONLY

Facility Rental Fee: _____

Facility Deposit: _____

Chair Rental Fee: _____

Qty Taken: _____

Chair Deposit: _____

Table Rental Fee: _____

Qty Taken: _____

Table Deposit: _____

Date/Time Application and Deposits Received: _____

By: _____

Deposit Returned

- ☐ Rental Agreement Fulfilled/Deposit Returned
- ☐ Rental Agreement Unfulfilled/Deposit is not being returned - See explanation below:

Notes: _____

Date: _____

Amt: _____

By: _____