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| LYLE ACTIVITY CENTER | **Building and Property Use Request Form for** **The Lyle Activity Center** |

**Your Group Information**

Name of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose/Function of Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person/Responsible person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: This person needs to ensure that all building use rules are followed, clean-up is done, and that any problems are reported to the LAC Building Caretaker.*

Contact person’s phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time(s) requested: Start\_\_\_\_\_\_\_\_\_ End\_\_\_\_\_\_\_\_\_

Which room(s)/space(s) would you like to request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a one-time meeting or a repetitive request? Yes/ No

If repetitive, how often and duration of request? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Important Information**

**We charge fees** to cover costs such as utilities, janitorial, and bathroom supplies. This must be paid before you meet unless other arrangements have been made. **All fees are negotiable, based on use and need. Please talk to us about what you want to do....we are flexible!!!!!!**

**Checks should be make out to: CEKC-OLESS. Include completed Request Form with your payment. You can pay on-line at our web site: lyleactivitycenter.com on the DONATE NOW page or return to OLESS treasurer or mail to: OLESS, P. O. Box 321, Lyle, WA 98635.**

* Children’s Programming $5.00
 (approx 1 ½ - 3 hour)
* Two Hour Meeting $25.00
* Half Day Event $40.00
* Whole Day Event $70.00

When your meeting is finished, please leave the room neat. Tables and chairs may be left as you set them up for your meeting. You may leave trash in the room receptacles. ***We reserve the right to bill you for damages.*** Please communicate the conditions on this form to the rest of your group.

Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User agrees to **hold harmless, indemnify and defend** LAC (including LAC agents, members, tenants and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User’s purposes, regardless of whether such injury or damage results from the negligence of the LAC (including LAC’s agents, members, tenants and representatives) or otherwise.

**Lyle Activity Center Representative**

By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**User:**

By

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| For LAC Use: $\_\_\_\_\_ fee paid on \_\_\_\_\_\_\_\_\_ (date) |