

SOCIAL CENTER BUILDING USE REQUEST

Group:

Contact Name:

Phone:

Email:

Mailing Address:

Purpose:

Approx. number of participants:

Cost to participants (circle): **No** **Yes, the cost is _____ per class/season/series/other: _____**

Date(s) of Use:

Start Time*:

End Time*:

*Include set-up and clean-up time in your reservation. Please make sure to clean up after your event (wipe soiled surfaces, return furniture, folding tables and chairs to their places, sweep floors, leave kitchen as found, etc.) If the event includes a meal with disposable items, please remove the garbage and recycling. If applicable, please furnish a Certificate of Insurance, with the Elizabethtown Social Center listed as Additional Insured. Payment due at time of use.

I understand my responsibilities while using Social Center facilities.

Group Contact Signature

(Date)

BUILDING USE FEES*

During regular open hours											
For meetings, classes, etc. with fewer than 20 participants	\$15 per hour										
For meetings, classes, etc. with greater than 20 participants	\$25 per hour										
Outside of regular open hours											
Not-For-Profit (all proceeds donated to a cause) or Private Party/Meeting (no cost to participants) Three-hour minimum. The fee for the use of the building is \$100 for the first 3 hours and \$30 for each additional hour. This covers the Social Center's expenses for staffing, cleaning and utilities.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Hours</th> <th style="width: 50%;">Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 3</td> <td style="text-align: right;">\$100.00</td> </tr> <tr> <td>3 – 4</td> <td style="text-align: right;">130.00</td> </tr> <tr> <td>4 – 5</td> <td style="text-align: right;">160.00</td> </tr> <tr> <td>5 – 6</td> <td style="text-align: right;">190.00</td> </tr> </tbody> </table>	Hours	Fee	Up to 3	\$100.00	3 – 4	130.00	4 – 5	160.00	5 – 6	190.00
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For Profit/Sales/Business Three-hour minimum. The fee for the use of the site is \$130 for the first 3 hours and \$30 for each additional hour. This mainly covers the Social Center's expenses for staffing, cleaning and utilities.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Hours</th> <th style="width: 50%;">Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 3</td> <td style="text-align: right;">\$130.00</td> </tr> <tr> <td>3 – 4</td> <td style="text-align: right;">160.00</td> </tr> <tr> <td>4 – 5</td> <td style="text-align: right;">190.00</td> </tr> <tr> <td>5 – 6</td> <td style="text-align: right;">220.00</td> </tr> </tbody> </table>	Hours	Fee	Up to 3	\$130.00	3 – 4	160.00	4 – 5	190.00	5 – 6	220.00
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*Use must be approved by the Social Center based on purpose, scheduling, and staff availability.

Fee discounts, waivers and reductions of fees and the 3-hour minimum are available under certain conditions.