

SOCIAL CENTER BUILDING USE REQUEST

Group:

Contact Name:

Phone:

Email:

Mailing Address:

Purpose:

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 (return furniture and folding tables and chairs to their places, sweep floors, leave kitchen as found, etc.) 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	\$5 per hour								
For meetings, classes, etc. with greater than 20 participants	\$10 per hour								
Outside of regular open hours									
Not For Profit (all proceeds donated) or Private Party/Meeting (no cost to participants)	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Hours</th> <th style="width: 30%;">Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 3</td> <td style="text-align: center;">\$60.00</td> </tr> <tr> <td>3 – 4</td> <td style="text-align: center;">\$75.00</td> </tr> <tr> <td>4 – 5</td> <td style="text-align: center;">\$90.00</td> </tr> </tbody> </table>	Hours	Fee	Up to 3	\$60.00	3 – 4	\$75.00	4 – 5	\$90.00
Hours	Fee								
Up to 3	\$60.00								
3 – 4	\$75.00								
4 – 5	\$90.00								
Three hour minimum. The fee for the use of the site is \$60 for the first 3 hours and \$15 for each additional hour. This covers the Social Center's expenses for staffing, cleaning and utilities.									
For Profit/Sales/Business	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Hours</th> <th style="width: 30%;">Fee</th> </tr> </thead> <tbody> <tr> <td>Up to 3</td> <td style="text-align: center;">\$75.00</td> </tr> <tr> <td>3 – 4</td> <td style="text-align: center;">\$95.00</td> </tr> <tr> <td>4 – 5</td> <td style="text-align: center;">\$115.00</td> </tr> </tbody> </table>	Hours	Fee	Up to 3	\$75.00	3 – 4	\$95.00	4 – 5	\$115.00
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Up to 3	\$75.00								
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Three hour minimum. The fee for the use of the site is \$75 for the first 3 hours and \$20 for each additional hour. This mainly covers the Social Center's expenses for staffing, cleaning and utilities.									

Use must be approved by the Social Center based on purpose, scheduling, and staff availability. Fee discounts, waivers and reductions of the 3 hour minimum are available under certain conditions.

Contact the Social Center for more information.