

## Jones House Community Center Meeting Form

Note: This form is for public use of the Jones House Community Center and is to be completed for all bookings of the Jones House Community Center. (Other events must be recorded on their appropriate form.) In addition, all uses of the Jones House Community Center must be pre-approved and this form signed in advance by the Executive Director.

Group/Event \_\_\_\_\_

Description of Planned Usage \_\_\_\_\_

Planned Date(s) and Time(s) of Usage \_\_\_\_\_

Any person or group may schedule the use of the facility for a regular weekly, monthly, or bi-monthly meeting for a period of not more than three months. This may be renewed at the discretion of the Executive Director.

Contact Name \_\_\_\_\_

Position with Group/Organization \_\_\_\_\_

Telephone Number (day) \_\_\_\_\_ (night) \_\_\_\_\_

Email \_\_\_\_\_ Alternate Number \_\_\_\_\_

KEYS checked out \_\_\_\_\_ Date \_\_\_\_\_

Keys returned \_\_\_\_\_ Date \_\_\_\_\_

ROOM(s) to be Used \_\_\_\_\_

Estimated Number of Participants \_\_\_\_\_ Refreshments \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

Rental FEE Paid (PREPAYMENT REQUIRED) \$ \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Are you planning to accept donations while using the Jones House? \_\_\_\_\_

For What Purpose? \_\_\_\_\_

No admission fees may be charged. Collection of donations must have prior written approval of the Executive Director. I have received a copy of the Jones House Community Center Usage and Rental Policies and have read them and agree to all conditions and requirements outlined therein.

I agree that I am responsible for any damages or losses occurring while I am in possession of a key to the building.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval of all uses of the Jones House Community Center must be approved in advance by the Executive Director and the date of approval indicated below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only:

CONDITION of Building following Usage \_\_\_\_\_

Staff Signature \_\_\_\_\_

Attach the Following to the Form and File in Jones House Usage Notebook:

Hold Harmless Agreement (must be filed at least annually or whenever contact person changes)

Xerox copy of Check/Receipt

**Jones House Community Center**  
**(828) 262-4576-phone**  
**(828) 262-4599-fax**