

The Alachua Woman's Club
P.O. Box 374
14565 N.W. 141st Street (Main Street)
Alachua, FL 32616

USE AGREEMENT

I, _____ would like to reserve the Alachua Woman's Club Clubhouse located at 14565 N.W. 141st Street (Main Street), Alachua, Florida on _____

_____ I am using the Clubhouse for my personal use.

_____ I represent _____.
(Name of Organization)

I understand that my security deposit is \$250.00 which is refundable only if I meet all the requirements listed below.

You will be refunded within 2 to 4 weeks of your rental date.

_____ The use fee for a one day period is \$650.00 (6:00 am – Midnight)
The security deposit must be received within 10 days and is required to hold the date. Cancellation of the reservation must be made in writing to the Alachua Woman's Club ninety (90) days prior to the reservation date in order to receive a refund of the deposit.

The use fee of \$_____ is payable sixty (60) days in advance of the event. Please note that this fee provides for use only on the day of the event.

If additional time is needed on the day before the event you can reserve the club house for a discount rate of \$500.00. Please contact the clubhouse manager for availability.

_____ I would like to use the sound/projection system for an additional fee of \$50.00 to be paid with the use fee.

In signing this agreement, I agree that, and/or the group I represent if applicable will adhere to the following requirements:

1. Absolutely no nails, tacks, staples, or tape are to be used on the walls, trim, ceiling or stone work. No tape of any kind may be used on any building surface.
2. Clubhouse will be locked and the lights turned off if no one is present in the building. The heat or A/C may be left on for comfort purposes.
3. The fireplace will not be used under any circumstances.
4. Furniture, mirrors, curtains and wall hangings are not to be removed.
5. Parking on the grass is not allowed. Do not use the Baptist Church parking lot if they have an event in progress.

1/19/2012

Upon final departure from the Clubhouse, you must:

1. Remove all food from kitchen and refrigerator.
2. Sweep floors.
3. Remove all trash and garbage to the dumpster outside the back door.
4. Remove all items rented from an outside company or brought in by you. Any exceptions must be arranged in advance with the Alachua Woman's Club.
5. Make sure all toilets and urinals are flushed.
6. Turn off heat-A/C (3 units).
7. Turn off all lights inside and out.
8. Lock and close all Clubhouse doors, storage shed doors and windows.
Return the keys to the lockbox.
9. I agree that if any of the above listed items are not completed, it is grounds for forfeiture of all or part of my security deposit.
10. I agree to be responsible for any damage due to neglect, misuse or abuse of the Alachua Woman's Club Clubhouse, its contents, and surrounding property. I agree to repair or replacement cost of any such damage or loss that exceeds the security deposit.

A clubhouse inspection will be made before deposit is refunded.

Deposit Received \$ _____ Date _____
Use Fee Received \$ _____ Date _____

Signature of Event Coordinator

Date

Printed Name

Telephone

Address, City, State, Zip

If the deposit is to be returned to someone else, indicate below:

Name

Address, City, State, Zip

Signature of Clubhouse manager

***Please make checks payable to Alachua Woman's club and
mail to P.O. Box 374, Alachua, FL 32616***

In case of emergency please call :(386) 462-2336 or (352) 332-6039