

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 an hourly rate of \$50.00 per hour.

_____ I am using the Clubhouse for my personal use. I understand that my security deposit is \$250.00 which is refundable within 7 to 10 days, only if I meet all the requirements listed below.

The use fee for a one day period is \$500.00 (6:00 am – Midnight)

The use fee for ½ day is \$300. (6:00 am- 2:00 pm or 4:00 pm – 12:00 am)

_____ I represent _____ a non-profit, civic organization within the city limits of Alachua whose use of the Clubhouse has been approved by the Board of Directors of the Alachua Woman's Club. I understand that my deposit of \$250.00 which is refundable only if I meet all the requirements listed below.

The use fee for one day is \$300.00.

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 to decorate, two options are available:

_____ the entire day guaranteed for a fee of \$200.00 to be paid with the use fee, or
_____ an additional five (5) hours of time beginning at 6:00 pm for a fee of \$100. This arrangement is available only if the Clubhouse is not in use on that date.

_____ I would like to use the sound/projection system for an additional fee of \$50 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, pictures, mirrors, curtains and wall hangings are not to be removed.
5. Food left in the refrigerator will be thrown away.
6. Parking on the grass is not allowed. Do not use the Baptist Church parking lot if they have an event in progress.

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 all Clubhouse and storage shed doors.
9. No keys to the Clubhouse will be duplicated nor the lockbox code given out. Return the keys to the lockbox.
10. Parking on the grass is not allowed. Do not use the Baptist Church parking lot if they have an event in progress.
11. 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.
12. 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.

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