

FAIRFIELD OPTIMIST CLUB HALL RESERVATION REQUEST

Fairfield Optimist Club functions take precedence over all other activities regarding scheduling of the hall. The Clubhouse is available for the private use of members only. *The clubhouse cannot be used for fundraising activities or events that charge admission or other fees unless specifically approved* by the Fairfield Optimist Club Board of Directors. The sale of alcoholic beverages is prohibited. The Fairfield Optimist Club does not provide alcohol for any private functions. *Members assume full responsibility for any alcohol served during their use.*

Members requesting a reservation, must complete this Reservation Request and submit it to the Reservation Chairman. All reservation requests require a \$100 cleaning/damage deposit in the form of a check made payable to the Fairfield Optimist Club. Reservation requests are invalid until this form is filed with the Reservation Chair and all fee(s) paid.

FEES: *Active members:* The first rental in the calendar year is free, but requires a \$100 deposit. *Subsequent* rentals in the calendar year require a *non-refundable \$50* usage fee in addition to the \$100 deposit.

Inactive Members: All rentals require a *non-refundable \$100* usage fee in addition to the \$100 cleaning/damage deposit.

The Club member making the reservation must be present during the use of the facilities and bears the full responsibility for actions of their guests. The facilities are to be thoroughly cleaned at the conclusion of your event. Cleaning includes sweeping, mopping floors, wiping down tables, chairs, emptying wastebaskets, replacing trash liners and removing all decorations. Nothing from the hall's use is to be left in the refrigerator, outside the building or in the parking lot. Place all trash in the dumpster. Deposits will be returned after the Hall Rental Chairman inspects the clubhouse for cleanliness and/or damage.

Member: _____ Phone: _____

Email address: _____

Date of Use: _____ Time of Use _____

Event Type: _____

Deposit Received: _____ Usage Fee Received: _____

Date entered into Hall Schedule: _____

Directions: Fill in blue fields, save a copy and email it to the Hall Reservation Chairman, Dustin Becker: DustinB80@gmail.com with HALL in the subject line.

All other inquiries should be sent to FairfieldOptimistInfo@gmail.com