MaliVai Washington Youth Center

At Emmett Reed Park

Community Reservation Form

In an effort to better accommodate your needs; please fill out this form completely. If possible, please give a one month notice from the requested date of meeting and/or event.

Today's Date: _____

Organization/Business: _____

Contact Person: _____

Daytime Phone: _____ Evening Phone: _____

Please check your appropriate needs:

_____ Tennis Court/Basketball Court _____ Kitchen

_____ Multi-Purpose Room _____ Classroom (A-D)

_____ Other: _____ _____ Entire Facility

Event Details

Date and Time of Event: _____

Number of Participants: _____

Description of the event:

_____

_____

_____

_____

Representative Signature

MALIVAI WASHINGTON YOUTH CENTER
AGREEMENT TO UTILIZE CENTER SPACE

Requesting Organization: _____

Use Date:_____ From:_____ To:_____

Contact:_____ Phone:_____

E-Mail:_____ Number Expected:_____

Purpose of Meeting/Program/Activity:_____

Opening Fees to Utilize Facility

- ❑ NO FEE: Non-profit or community organization during regular business hours
- ❑ OPEN FEE: $50 (during non-business hours & weekends) for non-profits
- ❑ PER HOUR FEE: $25 (during non-business hours & weekends for non-profits
- ❑ FOR PROFIT FEE: Based on nature of event

Special Needs Fees:

- ❑ TV/DVD Player $15
- ❑ Computer/Projector/Screen $15
- ❑ PA System $15
- ❑ Copies $.10 per copy; first 10 sheets complimentary
- ❑ Clean Up Fee (if not left as found) $25

Additional Requirements

- ❑ JSO Officers required for event (# of officers:_____)
- ❑ MWKF/COJ to be listed as an additional insured on general liability policy for purpose of event.

Deposits

All organizations will be required to pay a $25 cleaning deposit unless waived by the Executive Director. Cleaning deposit will be refunded to organization if facility is left in the condition in which it was found and all event trash is removed to the dumpster

Signature: _____

FOR OFFICE USE ONLY:

_____ Approved

_____ Denied (Reason:_____)

Notified:_____ on _____.