

Rotary District 6110
Facility and A/V Equipment Agreement

I. Event Information:

Date of application: _____ Event Date: _____ Recurring monthly Event Yes No

If so, what day and week of the month for event? _____

Start time: _____ Finish time: _____

Set-up time: _____ Room clear by: _____

Event description: _____
ie: Club Visioning, Club Board of Directors meeting, other...

Organization: _____

Location: _____

Contact Person: _____ Telephone: _____

Equipment:

Projector _____ Cable cord(s) # checked out _____

Other items checked out: _____

II. Agreement

A. Upon reading and signing this agreement, I accept the responsibility that the policies of Rotary District 6110 are carried out and that the property of the District is respected as outlined in the Building and A/V Equipment use policy.

User's signature: _____

Date: _____

Key Fob Checked out: No _____

Key Fob checked out: Yes _____ \$25.00 Security Deposit received _____ Yes

Key Fob returned: Yes _____ \$25.00 Security Deposit returned _____ Yes

B. In signing this agreement and receiving the proper fees, Rotary District 6110 offers a clean and properly set-up space for your scheduled meeting or event.

District Administrator's Signature: _____

Date: _____

(A reminder: the agreement is not valid until the Rotary District 6110 office has signed copies on file.)

Office Use Only—

\$1,500.00 deposit check received on _____ . Equipment checked out to: _____
Rotary Club of _____

\$1,500.00 check returned to: _____ on _____, 20__