

PUEBLO PINTADO CHAPTER
CHAPTER RESERVE AGREEMENT FORM

REQUESTER'S NAME	ORGANIZATION'S NAME (IF APPLICABLE)	OFFICE USE ONLY
REQUESTER'S ADDRESS	PHONE NUMBER:	RENTAL AMOUNT
CHECK ONE ☐ Fundrasing ☐ Meeting/Training ☐ Receptions ☐ Food Sale ☐ Family Reunion ☐ Cake Walk/Bingo ☐ Promotion ☐ Birthday Party ☐ Health Fair ☐ Funeral Arrangement/Reception ☐ Other		MONEY ORDER#
<i>\$20.00 Deposit- <u>Cash</u> - reimbursed for cleaning/trash</i> <i>\$40.00 + 2.40 tax = \$42.40 for Chapter Usage</i> PAYABLE TO: <u>PUEBLO PINTADO CHAPTER</u> PAYMENTS SHALL BE MADE IN THE FORM OF <u>MONEY ORDERS.</u>		RECEIPT #
		VERIFIED BY
		KEYS ISSUED TO
Rental Description: _____ Date & Time of Rental: _____ DATE TIME		DATE:
		COMMENT:

It is further agreed that the undersigned person(s) will be responsible for **CLEANING** immediately after event.

1. Put up all chairs and tables, turn off all lights and lock all doors after event.
2. Responsible for any damage to chapter house and inform the attendance to keep the restroom clean and control their children and no smoking in the chapter.
3. Responsible to disposing of all trash after being used. *(Take your trash)*
4. *Responsible for providing all cleaning supplies, trash bags, and materials necessary for cleaning and disposal of waste after the event.*

I will comply with Pueblo Pintado Chapter Ordinance

Statements. Requestor's Signature: _____

Approved _____ Disapproved _____ If disapproved, why? _____

Chapter Official	Date
------------------	------

Chapter Coordinator/AMS	Date
-------------------------	------