

## PUEBLO PINTADO CHAPTER CHAPTER RESERVE AGREEMENT FORM

REQUESTOR'S NAME	ORGANIZATION'S NAME (IF APPLICABLE)	<b>OFFICE USE ONLY</b>
REQUESTOR'S ADDRESS	PHONE NUMBER:	<b>RENTAL AMOUNT</b>
<p><b>CHECK ONE</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Fundraising</li> <li><input type="radio"/> Meeting / Training</li> <li><input type="radio"/> Receptions</li> <li><input type="radio"/> Food Sale</li> <li><input type="radio"/> Family Reunion</li> <li><input type="radio"/> Cake Walk/Bingo</li> <li><input type="radio"/> Promotion</li> <li><input type="radio"/> Birthday Party</li> <li><input type="radio"/> Health Fair</li> <li><input type="radio"/> Funeral Arrangement/Reception</li> <li><input type="radio"/> Other</li> </ul> <p>Rental Description: _____</p> <p>Date &amp; Time of Rental: _____ Date _____ Time _____</p>		<b>MONEY ORDER #</b>
		<b>RECEIPT #</b>
		<b>VERIFIED BY</b>
		<b>KEYS ISSUED TO</b>
		<b>DATE</b>
		<b>COMMENT:</b>

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 restrooms clean and control their children and no smoking in the chapter house.
3. If using the Kitchen, ALL UPDATED FOOD HANDLER PERMIT CARD IS REQUIRED TO POSTED.
4. Responsible to disposing of trash after being used.
5. Bring your own microphone (equipment). Do not ask to use Chapter microphone.

I will comply with Pueblo Pintado Chapter Ordinance Statements.

Requestor's Signature: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_. If disapproved, why? \_\_\_\_\_

\_\_\_\_\_  
Chapter President/ Vice President Date

\_\_\_\_\_  
Chapter Coordinator / Office Specialist Date