

FAIRFIELD OPTIMIST CLUB HALL RESERVATION REQUEST

Fairfield Optimist Club functions take precedence over all other activities regarding scheduling of the hall. The Fairfield Optimist Clubhouse is available for the private use of members only. The clubhouse is not available for other fundraising activities or events that charge admission or fees unless specifically approved by the Fairfield Optimist Club Board of Directors.

The sale of all alcoholic beverages is prohibited. The Fairfield Optimist Club does not provide alcohol for any private functions. Members who use the club assume full responsibility for any alcohol served during their use.

Members requesting a reservation, must complete this Hall Reservation Request and submit it to the Hall 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 Chairman 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 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. All trash is to be placed 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: _____

Deposit Received: _____ Use Fee Received: _____

Date entered into Hall Schedule: _____

Directions Fill in blue fields, save a copy and email it to: DustinB80@gmail.com
Hall Reservation Chairman: Dustin Becker (405) 618-8181 call/text - email; DustinB80@gmail.com