

FAIRFIELD OPTIMIST CLUB  
HALL USE PERMIT

The Fairfield Optimist Clubhouse is available for the private use by members only. The club is not available for use in any fundraising activity or event that charges an admission fee unless specifically approve by the Board of Directors of the Fairfield Optimist Club in advance.

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

Functions of the Fairfield Optimist Club take precedence over all other activities for the scheduling of the hall.

Members requesting a reservation for club use must complete the Hall Use Permit and turn it in to the Reservation Chairman. All reservations require a \$100 cleaning/damage deposit in the form of a check made payable to the Fairfield Optimist Club. An additional \$100 use fee applies to "non-active" members who have not attended at least five meetings in the previous year. No reservation is valid until this form is filed with the Reservation Chairman and the fee(s) paid.

Member must be present during the use of the club and bears full responsibility for the actions of their guests. Hall is to be thoroughly cleaned at the conclusion of the event. Cleaning includes sweeping and mopping of floors, wiping down tables and chairs, emptying wastebaskets and replacing liners, removing all decorations. Nothing from the use is to be left in the refrigerator, outside the building or in the parking lot. Place all trash in the dumpster. Member's deposit will be returned after the Reservation Chairman inspects the clubhouse for cleanliness and damages.

Member: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Use Fee Received: \_\_\_\_\_

Date entered into Hall Schedule: \_\_\_\_\_

2016 Reservation Chairman: Ken Janszen; (513) 200-0754; [kenjanszen@cinci.rr.com](mailto:kenjanszen@cinci.rr.com)

Revised 12-17-15