

Office Date Stamp:

Received: _____

Approved: _____

ACTIVITIES BUILDING USE FORM

Activity	y:		
	Location (Circle): Auditorium	Yacht Club Main	Yacht Club Pretty Room
	Shuffleboard Court	s Pool	Other Common Area
Date:	Begin Date:	End Date: _	
	Start Time: End Time:		Set Up Time:
Is the	event recurring? Yes No	Weekly:	Sun / Mon / Tues / Weds / Thurs / Fri / Sat
Will ev	rent include outside vendors (caterer/fo If yes, we require their certificate of		.?)
	For Tickets Contact:		Cost \$
Activity	y Contact Name:		Phone Number:
Email:			
Addl Iı	nfo:		

1. The following clean-up tasks must be completed at the conclusion of all activities:

- a. Remove all decorations, displays, materials and trash
- b. Return all furniture and other items to their original position
- c. Clean the rented facilities (including the kitchen if applicable) and restore them to their pre-rented condition, to the satisfaction of management.
- 2. All facilities are under closed circuit surveillance.
- 3. Tropic Isles Co-Op is not responsible for supervision of the facilities during use.