

Office Date Stamp:	
Received:	
Approved:	

ACTIVITIES BUILDING USE FORM

Location (Circle): Auditorium Yacht Club Main – Dockside Room Yacht Club – Seabreeze Room Shuffleboard Courts Pool Other Common Area Date: Begin Date: End Date: Set Up Time: Start Time: End Time: Set Up Time: Is the event recurring? Yes No Weekly: Sun / Mon / Tues / Weds / Thurs / Fri / Sat Will event include outside vendors (caterer/food truck, bartender, etc.?) If yes, we require their certificate of insurance. For Tickets Contact: Cost \$ Activity Contact Name: Phone Number: Addl Info: Addl Info:	Activity	/:				
Date: Begin Date: End Time: Set Up		Location (Circle): Auditorium	Yacht	Club Main – D	ockside Room	Yacht Club – Seabreeze Room
Start Time: End Time: Set Up Time:		Shuffleboard Courts	Pool	Other Common Area		
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Activity Contact Name: Phone Number: Email:	Will ev				?)	
Email:		For Tickets Contact:			Cost	\$
	Activity	/ Contact Name:			Phone Nun	nber:
Addl Info:	Email:					
	Addl Ir	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.