



Office Date Stamp:

Received: _____

Approved: _____

ACTIVITIES BUILDING USE FORM

Activity/Event: _____

Location (Circle): Auditorium Yacht Club Main – Dockside Room Yacht Club – Seabreeze Room
 Shuffleboard Courts Pool Other Common Area _____

Date: Begin Date: _____ End Date: _____

Start Time: _____ End Time: _____ Set Up Time: _____

Is the activity/event recurring? Yes No Weekly: Sun / Mon / Tues / Weds / Thurs / Fri / Sat

Will activity/event include outside vendors (caterer/food truck, bartender, etc.?) _____

If yes, we require their certificate of insurance.

For Tickets Contact: _____ Cost \$ _____

Activity/Event Contact Name: _____ Phone Number: _____

Email: _____

Addl Info: _____

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1. The activity/event duration includes set-up and post-event cleanup and applies to all guests in attendance. For the time of the scheduled activity/event, the registered user/group has the exclusive use of the reserved area only.
 2. 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.
 - d. Yacht Club – Return thermostats to 80 degrees.
 3. All facilities are under closed circuit surveillance.
 4. Tropic Isles Co-Op is not responsible for supervision of the facilities during use.
 5. **All alcoholic beverages are BYOB only. No alcohol can be supplied or served on Co-Op property.**