Monroe Science Center Birthday Party Classroom Facility Use Agreement Form

The Classroom Facility Use Agreement Form must be submitted at the time of the reservation, at least 2 weeks prior to the event, or it will be cancelled. Reservation paperwork can be emailed or hand delivered to the Monroe Science Center.

Email completed form to <u>sciencecenter@monroenc.org</u> or hand deliver to:

318 East Franklin Street, Monroe, NC 28112.

1.		2.	
	Name of Responsible Person		Email Address
3.		4.	
	Mailing Address		Date of Party
5.		6.	
	Telephone Number		Time of Party
7.		8.	
	Organization/Business		Approximate Number of Attendees

There are 6 irregular shaped tables with wheels, 2 folding tables, 12 children's chairs and 18 folding chairs. Tables and chairs will be setup in a classroom format. After the event, the room will need to be restored to the original setup configuration if moved.

Special Remarks (refer to Classroom Facility Use Agreement Guidelines for complete guidelines).

- 1. No smoking, vaping, alcoholic beverages, or drugs are allowed in the building or on the property. Violations will result in the cancellation of your event.
- 2. Attendance is not to exceed 30 standing people or seated people with tables and chairs, 12 children and 18 adults.
- 3. Falsification of information or not following the Classroom Facility Use Agreement Guidelines is criteria for cancellation of your event.
- 4. Cancellations must be made at least two weeks prior to the event by calling (704) 282-4570 or email at abarker@monrenc.org.
- 5. Person named on Line #1 and person signing is responsible for all participants using the facility plus any damages that may occur while using the facility. Applicant assumes responsibilities for all injuries, losses, and claims of any type arising out of the use of the Monroe Science Center facility and does indemnify and hold the City of Monroe and employees of the City of Monroe harmless for any such losses or claims arising out of such use by the applicant. Person named on Line #1 must be present the entire time of event and have a copy of the agreement with them.
- 6. The room must be cleaned and the furniture restored to the original setup configuration. Trash must be placed in the trash cans. Additional cleaning fees may apply if room is left in unsatisfactory conditions.
- Applicant agrees to adhere to all guidelines in the Classroom Facility Use Agreement Guidelines document. Please read separate guideline pages. By signing the responsible party agrees to the above "Special Remarks" and "Classroom Facility Use Agreement Guideline" documents.

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Acknowledgement:		
Signatu	Date	
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Acknowl	dgement of Reservation by the Monroe Science Center	
Date Received:	Approved:Yes /No	
If No – Reason:		
	Approved:	
	Signature Date	
	Approved:	