

# Elgin Station

## Application for Multi-Purpose Room Use

Date of application: \_\_\_\_\_

Applicant or Organization name: \_\_\_\_\_  
(This person will be required to show photo identification at the beginning and the end of the event)

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Area Requested: \_\_\_\_\_

Purpose for Usage (briefly describe the event): \_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_ Time from: \_\_\_\_\_ To: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

If refreshments are being provided explain how: \_\_\_\_\_

\_\_\_\_\_

Cost

Each user will be assessed a pre-determined cost associated with utilities, maintenance, staff, rubbish removal, and wear and tear. The expense is based on length of use: \$175.00 for a half day (up to four hours) and \$250.00 for a whole day (up to eight hours). The sole purpose of the expense is to defray the cost of operation. Payment is due and payable upon approval of the Application for Use.

Refundable security deposit

There is also a \$100.00 fully refundable custodial/damage deposit for use of the facility. The deposit is due and payable upon approval of the Application for Use. The purpose of the deposit is to defray any potential cost associated with maintenance or repairs that may result from the misuse or neglect of the assigned space. Each user is expected to leave the space clean and undamaged. If any damage exceeds the amount of the security deposit, the user will be billed and payment is expected within ten business days.

Reasons why your deposit may not be returned include but are not limited to the following:

1. Leaving the building unattended at any time or leaving prior to the maintenance persons returning to inspect and lock the building.
2. Using areas or equipment not requested and/or approved.
3. Trash left behind or not leaving the building in the same condition as it was found.
4. NO Party confetti on tables or floors.
5. Arriving later than time requested or not showing.
6. Failure to cancel party in 24 hours.
7. Requesting maintenance staff to come early.
8. Failure to leave at time on application.
9. Windows or doors are left open and/or unlocked.
10. Furniture was not left in its original location.

I have received a copy of and read the Elgin Station Operation Policy and agree to abide by that policy. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury of persons, and damage to, or loss of property that may result from this use; and for the due observance of the policies. *The Multi-Purpose room will not be available for special events during any holiday observed by the Housing Authority and in the event of inclement weather, all events are automatically cancelled.*

Applicant Signature: \_\_\_\_\_

Print Signature: \_\_\_\_\_

If associated with organization state how: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Application Denied: \_\_\_\_\_ Date: \_\_\_\_\_