

Elgin Station

Application for Gateway Crossing (**Resident**) 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: _____

Refundable security deposit

There is a \$100.00(MONEY ORDER ONLY) fully refundable custodial/damage deposit for meetings or events. 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. **Deposits are to be paid in full at the Management Office three (3) business days prior to the event.** Each user is expected to leave the space clean and undamaged and understands it is the user's responsibility to supply all necessary cleaning materials. Applicant must appear in person at the Management Office for any refundable deposit.

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 locations

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: _____