

Single Session User Agreement

Columbus Club

Reservation Date: · - - - - -

Time Requested: _____

The rental group and their representative will be responsible to and abide by the following rules and policies when using the Columbus Club of Stevens Point Inc. a Wisconsin corporation a/k/a Knights of Columbus Clubhouse Facility at 401 W. Clark Street, Stevens Point, WI, 54481.

1. Reservation of Lodge must be submitted to the facility staff at least one week prior to requested date and time. Payment for rent and deposit is due immediately upon reservation.
2. All users must leave the facility in a condition considered satisfactory to the facility staff. Any group or user damaging or destroying Knights of Columbus property will be held responsible for the cost of repair or replacement. Extra cleaning costs will be billed to the renter.
3. Use of illegal drugs, cigarettes and tobacco is prohibited in the facility.
4. Alcoholic and non-alcoholic drinks are to be purchased from Knights of Columbus staff. (see attached) If products are for sale and not distributed on a no charge basis.
5. Application of materials to the walls or floors will not be allowed without permission from the facility staff. (Do not tape materials on walls)
6. Storage of equipment is not permitted unless prior arrangements have been made with the facility staff.
7. Credit or refunds will only be given for facility rentals if notification is received at least 21 days prior to the facility rental. There is no service charge for rescheduling. There will be a \$ 100.00 service charge for refunds.
8. All rentals must start and end as scheduled.
9. **User group agrees to abide by the posted facility rules and regulations.**

-----**Customer Initials.**

10. The misuse of the facility or failure to conform to these regulations will be sufficient reason for ejection of the group.
11. Kitchen use: rental group shall have the right to use kitchen and kitchen facilities, only when included in rental agreement.
12. Alcohol consumption: Columbus Club facility staff shall serve liquor and fermented malt beverages under its City license under the following: (see attached)

Rental Fees: _____

Waiver and Release: I agree to hold Columbus Club of Stevens Point Inc., a Wisconsin Corporation and Knights of Columbus agents and employees harmless from and all claims for injury or damage to persons or property suffered in connection with the renter's activities unless such injury or damage is caused by the gross negligence of the Columbus Club Inc., a Wisconsin Corporation or the Knights of Columbus Council 1170. I certify the information contained in this rental agreement is true to the best of my knowledge.

As a **group representative**, I hereby agree to take responsibility to inform and assure that all group members follow the rules and policies of the facility. As a group representative, I agree to take responsibility for damage to the facility resulting from our rental.

Signature: _____

Must be 18 years of age or older

Date: _____

Reserved by: _____

Accepted: _____

Group Representative:	Activity Planned:	Number in group:
Mailing Address:	<input type="checkbox"/> Cash <input type="checkbox"/> Check	Amount \$
Phone:		

Work Phone:	
Email Address:	