

**STOCKBRIDGE-MUNSEE ELDERLY SERVICES
EUNICE STICK GATHERING SPACE USE FORM**

Responsible Person: _____ Date of Event: _____
 Telephone Numbers (home and cell): _____
 Address: _____
 Type of Event: _____ Time of Event: _____

The Responsible Person named on this form understands that the following standards apply to the use of the Eunice Stick Gathering Place and agrees to comply with them in relation to this event.

1. Occupancy shall not exceed 125 people.
2. The event must not be disruptive to people living nearby. If an evening event, it must end by 9 PM and clean-up must be completed by 10 PM.
3. Event planners may serve food, which they bring, at their event. Coffee makers may be used to prepare and serve coffee. The kitchen may be used as a preparation area for food service; however, glasses, dishes, and pots and pans may not be used.
4. **ALCOHOLIC BEVERAGES ARE NOT ALLOWED.** Glass bottles are also prohibited.
5. **NO SMOKING** is allowed in the building. Smudging and lit candles are also prohibited.
6. Temporary decorations can be hung using scotch tape. All tape must be completely removed after the event. The temperature in the building shall not be adjusted.
7. Tables and chairs can be set-up or moved for the event, so long as they are not removed from the building and the space is returned to its original condition after the event.
8. Pets of any kind are not allowed in the building.
9. The event must be conducted in a manner that does not cause damage to the building. All areas used must be left in a clean and orderly condition after the conclusion of the event. Garbage and recyclable must be picked up, bagged and deposited in the dumpsters located on the north side of the building.
10. The Responsible Person must contact the designated Elderly Services staff member at the conclusion of the event to ensure the building is vacated and secured.
11. The Stockbridge-Munsee Community and its officers and employees are not liable for the event; the acts or omissions of participants in the event; nor any articles left behind, lost or stolen from the Eunice Stick Gathering Place.

The undersigned Responsible Person understands that by signing he/she ~~is~~ assumes responsibility for damage to or misuse of the Eunice Stick Gathering Place in relation to the event. Such responsibility includes financial responsibility for the costs of repairs, replacement or cleaning required after the event. In addition, persons who violate the conditions of use will forfeit any deposit paid for the use of the facility and be barred from using the facility for a period of one (1) year.

SIGNATURE OF RESPONSIBLE PERSON: _____

Office Use:	Date of request: _____	Availability confirmed: _____
Date Paid: _____	Check #: _____	Cash receipt #: _____ Staff initials: _____
Date of inspection after event: _____	Building condition: _____	
Amount of deposit returned: _____	Date released: _____	Staff initials: _____