

Application for the Use of the Antwerp Township Activity Center

The use of the Activity Center for nonprofit use is certainly encouraged, but the need to be maintained and cleaned is necessary for the use for others.

The breakdown of the Activity Center is (3) three sections:

Eastside (far left as you face front of building)

Center

Westside (far right as you face front of building)

To make certain that the Activity Center is properly maintained and cleaned just like you found it please use this checklist.

- Have you removed all the garbage/trash?
- Have you turned off the stove?
- Have you removed all YOUR items from the refrigerator/freezer?
- Have you stacked all the chairs/tables properly and returned them to the south storage room or left as you found them?
- Have you turned OFF **all the lights**, including bathrooms, and LOCKED all the doors?
- Have you returned the keys in the drop-box (\$50.00 to replace a lost key)?
- Have you removed all your decorations? Decorations may be placed on the walls using special hooks such as command strips. Please restrict the use of fun tack to a minimum. No staples or duct tape can be used.

Please remember any damage done will be assessed on an actual time and materials basis and will be billed accordingly. The Township is not responsible for items left behind.

I have read the above and understand that if I do not follow the checklist that my privilege to use the Activity Center will be revoked AND IT IS FURTHER UNDERSTOOD MY DEPOSIT OF \$125 WILL NOT BE RETURNED.

Reservation Date: _____ **Key #:** _____

Section(s): East _____ Center _____ West _____

Name: _____ DEPOSIT _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Secondary Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____