

JCAHC ART ROOM USE FORM



The use of the room is under the following conditions:

- A Fee of \$20.00 paid (pending availability of the room)
- You need to put all Chairs, tables and others back in the way you found them.
- You need to Clean the Tables
- You need to Clean the Counter Tops
- You need to Sweep and clean the Floors
- You need to take ALL trash with you (or take it out to the dumpster)
- You need to put all Materials/Others away in an organized way.
- The use of JCAHC Materials is NOT allowed.
- The use of the JCAHC Computer and printer is NOT allowed.

Failing to comply with the above conditions will result in Extra fees.

Clean-up costs will be assessed at \$20.00 per hour with a minimum of 1 Hour.
Any materials/computer/printing use will be charged to you or your organization.

Name or Organization:

E-mail:

Address:

Phone Contact:

Date of your event/activity (pending availability):

How will you be using the JCAHC art room?

I agree to the Conditions above and understand that if, I leave the room a mess or use the materials/Computer/Printer belonging to the JCAHC, I will be charged an extra fee.

Please Print your name:

Signed or Print again:

Date:

Phone#

Attach and send to: jcahc16@gmail.com

Mail to: JCAHC ROOM

P.O. Box 714

Buffalo, Wyoming 82834

PLEASE PLAN AHEAD: Have this form submitted at least 3 weeks before your event.