



Application & Agreement for Temporary Use of Facilities

Date(s) requested: _____

Time: from _____ to _____

Purpose: _____

Nature of use- training, reception, etc.

Contact person: _____

Organization: _____

Address: _____

Telephone: _____ Email: _____

Terms of Use

- 1. I shall lock the building after use & return the key. If I fail to do so, I shall accept full responsibility, and pay for, any loss sustained from unlocked building, such as theft, fire, vandalism, etc....and costs incurred in replacement of locks.***
- 2. I shall leave the building clean & neat, including halls, restrooms, and yard. If I fail to do so, I shall be responsible for any cleaning and/or repair costs. Cleaning products can be found under the sink in the private bathroom.***
- 3. I shall empty all trashcans in the boardroom and private bathroom after facility use and dispose of trash bags in the black trash bin located along the wall on the backside of the building.***
- 4. I agree to pay for any damage to the building, equipment, fixtures, furniture, yard, and/or plants that result during my occupancy.***
- 5. I agree to vacate the premises immediately after use as described by reservation herein.***
- 6. I understand that if an emergency meeting is called by the Farm Bureau for the same date and time as my reservation, that my reservation may be cancelled, and fee will be returned.***

7. I shall pay a usage fee to use the premises and shall pick up and return the key during regular 9am - 5pm office hours.

Usage fees (select one):

Half day (less than 5 hours): \$85

Full day (5 hours or more): \$110

Free for 4-H, FFA or other ag education organizations

8. I shall NOT hold the Imperial County Farm Bureau, or any of its officers, directors, members, or employees liable for any injuries or damages to persons or property, during my occupancy of the premises.

By signing this document, you agree to all the terms listed above.

Name (please print)

Signature

Date