

## Amberly Activity Center Facility Request Form

Please complete this application and return it to anyone of the following Social Committee members: Mary or Ron Czajka (D205) or Amy Picotte (B207). This application is required for groups with more than 8 people or groups meeting on a recurring basis and must be submitted 7 days before the event.

Date and time of event \_\_\_\_\_

If longer than one day, duration, start to finish \_\_\_\_\_

Purpose of event \_\_\_\_\_

Number of Guests \_\_\_\_\_

USE OF: Please circle all that may apply.

Tables inside and/or outside

Folding Chairs

Refrigerator, microwave, coffee urn, coffee pot

Sound System, TV, Sound Bar, DVD player. Instructions for use of TV are posted by TV

Sink (if washing dishes, remember to bring your own detergent, dish cloth and dish towels.)

### I understand and agree to the following:

All electronic equipment must be powered off.

Clean and disinfect the Center as specified in the "Using the Activity Center during the time of COVID-19 virus." Sanitize remotes and place on shelf under TV.

We are to supply all of our own paper products, cutlery and table cloths.

All decorations must be removed after the event.

Nothing can be attached to the walls or sound panels.

No glass containers are permitted on the pool deck.

Counters and floors must be cleaned after the event.

If ANY furniture is moved, it must be returned to original position.

Trash must be emptied.

Person responsible for the event, who assumes responsibility for leaving facility in good condition:

Signed \_\_\_\_\_ Date \_\_\_\_\_

Phone # \_\_\_\_\_ Condo # \_\_\_\_\_

Approved by \_\_\_\_\_

9/2020