

**EDGEMOOR COMMUNITY CENTER, INC.**  
**500 DUNCAN ROAD, SUITE A**  
**WILMINGTON, DE. 19809**  
**Phone: (302) 762-1391**  
**Fax: (302) 762-1652**

Office Use Only	
BMR	BMC

## **FACILITY USAGE APPLICATION / AGREEMENT**

*This form is to be completed and returned to the ECC main office AT LEAST (2) TWO WEEKS PRIOR to the date desired.*

Applicant /Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Date(s) requested: \_\_\_\_\_ Time(s) requested: \_\_\_\_\_

Area requested: \_\_\_\_\_ Anticipated attendance: \_\_\_\_\_

Specific purpose for request: \_\_\_\_\_

The applicant organization agrees to pay retribution costs for any equipment and/or materials belonging to the Edgemoor Community Center (ECC) that are impaired because of abusive and/or negligent behavior by participants of the applicant organization during the contracted period of usage. ***Please note that the requested time must include the time you need for set up and break down, so please plan your scheduled activity and clean up time accordingly.***

In consideration of the grant of permission to the applicant organization by the Edgemoor Community Center for the use of the facilities on the requested dates, the undersigned being a duly authorized officer or representative of the applicant organization and for and on behalf of the individual members thereof, hereby releases the Edgemoor Community Center, the Board of Directors and their members, agents, representatives, employees, and their successors and assigns from all claims for damages to person or property sustained by any person claiming through applicant organization resulting from casualty or from any occurrence on or condition of the property caused by an act or omission of the applicant organization.

***I/We, the undersigned, have read, understand and agree to comply with the accompanying user policies. In addition, I/we and all representatives/participants of our organization agree to the following stipulations and conditions.***

1. **is responsible for room setup and upon leaving must rearrange room back to its original layout.**
2. The number of participants must be appropriate to the room size.
3. Group will supply additional chairs and/or furniture if needed.
4. Group understands other groups may be renting adjacent rooms.
5. Group must vacate the room by the ECC closing times and must adjust activity times accordingly.
6. ECC reserves the right to suspend agreement if conflicts arise from the usage of the rooms and/or the activities conducted by the group renting the rooms.
7. ECC reserves the right to schedule the group in another room to accommodate scheduling of community groups, or groups larger than 30.

Signature of Organization Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Phone#: \_\_\_\_\_ Date: \_\_\_\_\_ Expiration Date of Agreement: \_\_\_\_\_

Organization Liability Insurance Carrier: \_\_\_\_\_

<u><b>OFFICE USE ONLY</b></u>				
Approved: _____	Fees: _____	Date Fee Pd. _____	Dep. Rec'd _____	Dept Ret _____
Signature: _____				Date _____
Edgemoor Community Center Representative				Date