



## REQUEST FOR USE OF IAS FACILITIES

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: From: \_\_\_\_\_ To: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_

### SPACE AND EQUIPMENTS (Please check all appropriate boxes):

- LARGE KITCHEN       STOVE       SMALL KITCHEN       LADIES DINING ROOM
- GYMNASIUM       SOUND       No. of CHAIRS: \_\_\_\_\_       No. of TABLES: \_\_\_\_\_
- LIBRARY       BOARDROOM

**FEES: Large Kitchen - \$75.00      Gymnasium - \$50.00      Any Other Room - \$50.00/Room**

**Fees are for a Maximum of 4 Hours. \$15.00 charge for every extra hour per room or kitchen**

**DAMAGE DEPOSIT (Kitchen and Gymnasium) - \$200.00      CLEANING DEPOSIT - \$200.00**

### Terms and Conditions:

1. Please read carefully the IAS Policies.
2. Please adhere strictly to the IAS rules, regulations and etiquette of using the IAS facilities.
3. Request for use of the facilities (this form) must be submitted to IAS one week prior to the time of intended use, notice of cancellation or change of time/date must be provided 24 hours in advance.
4. The applicant is responsible for cleaning, garbage disposal (following the use), and repair/replacement cost of the facilities and equipment damaged by the applicant.
5. IAS does not take any responsibility for theft, injury or loss. The applicant agrees to indemnify the IAS for any cost, loss, or injury, the IAS may sustain by virtue of the applicant's use of the facilities.
6. Children must always be under supervision, no children are allowed in the large kitchen.
7. IAS will assess any damage of areas left unclean as a result of the applicant's use of the facilities. The cost of repair/replacement/cleaning will be deducted from the damage deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IAS OFFICIAL: \_\_\_\_\_ Date: \_\_\_\_\_