

**Empire Electric Association,  
Inc.  
Calvin Denton Room Utilization  
Contract**

<b>Applicant/Account Holder</b> _____	<b>Event</b> _____
<b>Applicant/Account Holder</b> _____	<b>Date In:</b> _____ <b>Time In:</b> _____
<b>Member Account #</b> _____	<b>Date Out:</b> _____ <b>Time Out:</b> _____
<b>Cell or Other Phone #</b> _____	<b>Key #</b> _____
<b>Email Address</b> _____	<i>Available upon request during normal business hours:</i> <input type="checkbox"/> <b>Dry Erase Markers</b>

The undersigned Applicant agrees to follow and abide by the Eligibility Requirements, Restrictions and Responsibilities as set forth below:

**I. Eligibility Requirements**

1. All Applicant activities in the Calvin Denton Room for the event shown above (“Event”) shall be not “For Profit.”
2. Applicant must be over 18 years of age.
3. Applicant **shall be present at all times** during the Event and takes full responsibility for the use of the Calvin Denton Room according to this contract.

**II. Restrictions**

1. The Calvin Denton Room is available for use during the hours of 8:00am to 9:00pm.
2. No tobacco, tobacco products, marijuana, or marijuana products are allowed inside the Calvin Denton Room or any other part of Empire’s premises at any time.
3. Possession or use of alcoholic beverages, illicit drugs, or any illegal substances is prohibited in the Calvin Denton Room or any other part of Empire’s premises.
4. No open flames, barbecues or foggers are allowed inside the Calvin Denton Room and any other part of Empire’s premises at any time.
5. No banners, signs or decorations may be hung or taped to the walls, ceiling, windows or doors.
6. Noise in the Calvin Denton Room shall be maintained at levels that allow surrounding business offices to proceed with normal business activities.
7. The maximum occupancy of the Calvin Denton Room shall not exceed 85 persons.
8. Applicant shall not conduct any unlawful business on the premises.
9. A maximum of 12 bookings in one calendar year shall be allowed per member.
10. **Applicant assumes all responsibility and risk for the care and supervision of children who may attend the Event. Children shall remain inside the Calvin Denton Room during the Event and only use the parking lot for going to and from the Calvin Denton Room. If children are left unattended either in the Calvin Denton Room or on any other part of Empire’s premises, the Applicant may be asked to immediately vacate the premises.**

**III. Responsibilities**

1. Applicant shall provide a \$50.00 refundable deposit. Deposit will be forfeited if the Applicant fails to cancel an event at least 24 hours before scheduled time or does not show for the event.
2. The Calvin Denton Room key shall be picked up from Empire during normal business hours prior to room use. Following the event, the key shall be placed in the key return box outside the Calvin Denton Room door.
3. Applicant shall turn off all auxiliary lights and secure the doors upon vacating the Empire premises.
4. All scuffmarks shall be cleaned from the floor.
5. Parking for events held during business hours is limited to delineated parking spots that are not adjacent to the building.
6. In order to maintain a good status for using the room, we request the member call in prior to the event date if the event is cancelled or the venue has changed.

**IV. Miscellaneous**

1. There is no charge for the use of the Calvin Denton Room; **however**, should Empire determine that the Applicant's use of the Calvin Denton Room requires cleaning or results in any repair costs or loss of any item or piece of equipment on Empire's premises, Applicant's deposit shall apply against these charges and applicant shall pay the costs for clean-up, repair, or replacement. Cleaning costs shall be a minimum of \$100 and include reasonable labor and overhead costs related to the Calvin Denton Room itself, the restrooms, parking lot, and landscaping.
2. Applicant shall pay for any lost or damaged room keys at the cost of \$10.00 per key.
3. Empire reserves the right to cancel any reservation at any time for any reason by notifying the Applicant.
4. Empire may cancel this Contract or deny future use of the Calvin Denton Room if the Applicant fails to comply with any of the Eligibility Requirements, Restrictions, or Responsibilities of this Contract.
5. Any charges assessed for damages not paid within 90 days will be transferred to the Applicants electric account.
6. Applicant assumes responsibility for injury to any third party using the Calvin Denton Room under this Contract and the Applicant shall indemnify and hold harmless Empire from the claims or demands of any third party, who asserts his/her injuries arose from the activities associated with the Event while on the premises of Empire.

\_\_\_\_\_  
Applicant/Representative Signature:

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

\_\_\_\_\_  
Empire Electric Representative:

\_\_\_\_\_  
Date

Received Deposit in the amount of \_\_\_\_\_ on \_\_\_\_\_.  
\$50.00 per Reservation Date  
\_\_\_\_ Cash  
\_\_\_\_ Check (# \_\_\_\_\_) Received by \_\_\_\_\_