

AGREEMENT FOR USE OF RESIDENTIAL PROGRAM CENTERS  
(The Spot and Rough Rider Room)

I, \_\_\_\_\_ representing, \_\_\_\_\_

agree to the following conditions regarding our function to be held at

\_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_.

1. Alcohol will be purchased through The Spot and RRR. Alcohol may not be advertised. Smoking is not permitted.
2. If any person attending the function brings in alcohol illegally the event will be closed down.
3. The manager has the authority to end a party if he/she feels that the behavior of the guests is not conducive to the party, specifically if a fight between guests breaks out.
4. Underage drinking or buying alcohol for underage guests will not be tolerated. The manager will document the situation and has the authority to refuse entry or close the event if this policy is violated.
5. All food is to be purchased through The Spot and RRR unless otherwise discussed with the Coordinator of Residential Program Centers.
6. Any use or changes to the set up of the sound equipment must be monitored by the manager.
7. Clean-Up is to be done by the group. Clean-Up includes: clearing off tables, wiping the tables with sponge and water, sweeping and mopping the floor.
8. Any damages to the space will be assessed and the group will be responsible for paying for any fees related to damage.
9. An event may be cancelled without penalty ten or more days in advance. Last minute cancellations will be charged the opening fee.

Additional agreements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The person signing this agreement must be in attendance the entire night. If there is another person to be in charge that night they must also sign this agreement. Any infractions may result in fines or loss of renting privileges

Signed

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_

\_\_\_\_\_ Date