

DOWNTOWN OPTIMIST CLUB

Clubhouse Use Form

This policy agreement is between the Downtown Optimist Club and _____ (outside group/organization).

The Downtown Optimist Club agrees to let the outside group / organization use the Downtown Optimist Clubhouse located at 1201 Grand Ave, Columbia, Mo 65201 at no charge.

Date:

The _____ day of _____ (month), 20 _____
from _____ (a.m.) (p.m.) to _____ (a.m.) (p.m.)

Purpose: Outside group/organization benefits youth by _____

Conditions: The availability of the Clubhouse is for use by groups and organizations for meetings of a non-commercial basis. Charging admission to your guests is prohibited. The Board of Directors of the Downtown Optimist Club reserves the right to refuse or accept proposals to use the Clubhouse on a case by case basis.

Provisions:

1. To use the building, a member of the Downtown Optimist Club must be present during the meeting. This member will be the contact person/sponsor between your organization and the Downtown Optimist Club and responsible for obtaining a key to the building. This member must also vouch that all activities that your organization/group does within our Clubhouse abides by our club's bylaws as it pertains to Article XIII.
2. The club member (mentioned in provision 1) must attend the whole meeting. That person is responsible for unlocking the door, adjusting heat or A/C, unplugging and cleaning coffee pots if used, disposal of trash, and locking up at the conclusion of the meeting. Report damage or problems with the building to Garry Spotts at 573-881-2483.
3. Outside group / organization shall not violate any city ordinance or state law (including alcohol and noise ordinances) in or about the premises.
4. Any drink, food, or music that may be provided by outside group / organization must be without charge to guests. Smoking inside the building is not allowed.
5. Any announcement/advertisement of the outside group's event must not suggest that the occasion is sponsored by the Downtown Optimist Club or Optimist International. Do not use the name 'Downtown Optimist Club'; simply give the address (1201 Grand Ave).

6. At the end of your group's event, the floors, restrooms, and outside premises must be returned to the same degree of cleanliness and order as at the beginning of the meeting. Please remove all of your meeting materials at the conclusion of your meeting.

7. If a group wants to schedule a meeting they should e-mail Garry Spotts at garry@spottsdesign.com at least one week in advance to see if the proposed meeting time and date is available. They may pickup the Clubhouse Use form at Image Technologies (20 Business Loop 70 E) or online at www.downtownoptimistclub.org.

Sign the form and mail it to:
Downtown Optimist Club
c/o President
PO Box 1959
Columbia, Mo 65205

8. The schedule of future meetings is posted at the front door of the Clubhouse. Outside groups / organizations that are youth related will have first choice of meeting dates and times since the mission of the Downtown Optimist Club is personal development through service to youth.

9. Outside group / organization agrees to hold harmless the Downtown Optimist Club or Optimist International for any claims for bodily injury, breach of contract, or property damage.

10. In the event of any breach of this agreement, the Downtown Optimist Club shall have the right to terminate this agreement. In the event that an outside group / organization violates this agreement, future use of the building will be solely up to the discretion of the Board of Directors of the Downtown Optimist Club.

Name: _____
Representative of
Downtown Optimist Club

Phone: _____
E-mail: _____
Date: _____

Name: _____
Representative of Outside Group
Name: _____
Downtown Optimist Sponsor

Phone: _____
E-mail: _____
Date: _____