



LAKESIDE QRU, INC.
Community Room Use Form

Community room coordinator:
Sharri O'Lear 406-544-0573
email: finance@lakesideqru.org

Name of Organization _____

Contact Person _____ Phone number _____

Email address _____

Date(s) of event _____ Setup time _____

Time expected to leave the facility (after cleanup) _____

Purpose of use _____

Number of people expected to attend: (*circle*): 25 or less 26 – 75 76 – 190

Equipment needed (*check all that apply*):

____ Projector/screen ____ PA system ____ Internet ____ TV
____ White board ____ Kitchen ____ Room Divider ____ Other _____

of Tables needed _____ Round _____ Rectangle

Outdoor use needs (*if any*) _____

Fees for room use:

Please call to discuss: Sharri O'Lear 406-544-0573

Liability Disclaimer: The requesting group/individual assumes all responsibility for those attending and agrees to hold harmless and indemnify the Lakeside QRU, Inc., its employees and volunteers for any accident or injury that may occur while on property for the stated activity. In addition, if damages or custodial services exceed the amount of the security deposit, if any, those costs become the sole responsibility of the requesting group and will consist of actual cost to repair damage, and/or actual cost for custodial services.

I have read and agree to the "Conditions of Use" relating to the rental of the Community facilities of the Lakeside QRU, Inc.

Signature of Responsible Party: _____ Date _____

Printed Name : _____ Position/Title _____

Submit this completed form to:
USPS: Lakeside QRU, PO Box 911, Lakeside, MT 59922 Fax 406-844-3663 email: finance@lakesideqru.org

visit www.lakesideqru.org to print this form



LAKESIDE QRU, INC.

Community Room Conditions of Use Policy

Persons' or organizations agree to the following **Conditions of Use** and understand they are responsible for the conduct of their event attendees:

1. Event attendees will not enter the portions of the building that are locked or reserved for Authorized Personnel Only.
2. There is a 10:00 pm curfew for the building and parking areas.
3. Parking for event attendees is restricted to the north side of the building. No parking is allowed in front of or near the ambulance bay doors.
4. Attendees will not participate in illegal games of chance or lottery.
5. Smoking tobacco and the use of e-cigarettes is not allowed inside the building at any time and not within 30 feet of a door. Smoking waste must be placed in designated containers.
6. Except for service animals, no animals are allowed in the facility.
7. Event attendees will behave in a manner that is appropriate for the setting. Behavior that may cause damage to the community room, building, or grounds is prohibited.
8. Consumption and use of alcohol is subject to QRU policy.
9. Custodial expectations:
 - Room is vacuumed
 - Entrance rugs are vacuumed
 - All waste containers in meeting room, kitchen, bathrooms are emptied, and refuse is removed from premises
 - Entry way and bathroom floors swept and/or mopped if needed
 - Kitchen counters cleaned and disinfected, if the kitchen was used
 - Personal items removed from the refrigerator
 - Microwave, stove, sink, dishwasher (if used) cleaned and emptied
 - Dry erase board cleaned (if used)
 - Replace furniture in room according to diagram provided and place extra chairs and tables in the storage room.
 - Screens, audio/visual equipment and PA system returned to their original locations
 - Building grounds cleaned
10. Upon vacating the building:
 - Leave the front door unsecured and **contact your Lakeside QRU representative** before leaving the premises.
 - Lights in all areas turned off

The areas used will be inspected within 24 hours after the event. You will be contacted if conditions are not satisfactory.

In the event additional custodial time and/or room/equipment repairs are needed due to improper use or unsatisfactory custodial conditions, the organizers will be charged the actual cost of clean-up and repairs required.