



Lakeside QRU, Inc.
Community Room Rental Form

Contact QRU Executive Director—Jordan Owen for more information 406-285-8400 email: jowen@lakesideqru.org

Organization Name: _____ 501 (c)3 Organization Yes No

Contact Person: _____ Phone number(s) _____

Email address: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Date of Event: _____ Event Start Time: _____ Event End Time: _____

Time expected to leave the facility (after cleanup) _____

Purpose of Use: _____

Number of people expected to attend: _____

Equipment needed: (check all that apply)

Projector/Screen PA system Internet Tables # ____ Round # ____ Rectangular

TV White board Kitchen Chairs # _____

Room Divider Other _____

Outdoor Use Needs _____

Other Notes: _____

Fees for Room Use:
Please call to discuss rental room rates. Jordan Owen 406-285-8400

Liability Disclaimer: The requesting group/individual assumes all responsibility for those attending and agrees to hold harmless and indemnify the Lakeside QRU, Inc., it's 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 completed form to the Lakeside QRU using any of the following:
USPS: Lakeside QRU, PO Box 911, Lakeside, MT 59922 Fax 406-844-3775 email: jowen@lakesideqru.org
visit www.lakesideqru.org to print this form



Community Room Conditions of Use Policy

Person's or Organizations agree to the following **Conditions of Use** when renting the Community Room:

1. Event participants 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 participants is restricted to the north side of the building. No parking is allowed in front of or near the ambulance bay doors.
4. Participants 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. Participants will behave in a manner that is appropriate for the setting and event and does not cause damage to the community room, building or grounds.
7. Use of alcohol is at the discretion of the event coordinator and subject to QRU policy.
8. Custodial expectations:
 - Room is vacuumed
 - Entrance rugs 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 on bulletin board
 - Screens, audio/visual equipment and PA system placed in their proper locations
 - Building grounds cleaned
9. Upon vacating the building:
 - Assure all doors and windows are secured to the outside
 - Lights in all areas turned off

The rental area will be inspected within 24 hours after the event. You will be contacted immediately if conditions are not satisfactory.

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