

Booking Form

Location: **St John's Scout Building, No4 Johns Square North, Limerick City**

Will you be charging a fee? Yes () No ()

Date ____/____/____ Day of Week _____ Needed Weekly Y () N ()

Type of Event/Organization _____

Room to be Booked. Please Tick Appropriate Box.

Computer Room Number of People _____

Time Required: 1 Hour €20 2 Hours €35 4 Hours €50 Full Day €80

Meeting Room Number of People _____

Time Required: 1 Hour €15 2 Hours €25 4 Hours €30 Full Day €50

Exercise Room Number of People _____

Time Required: 1 Hour €10 2 Hours €15

Youth Café Number of People _____

Time Required: 4 Hours €24 Full Day €45

Deposit Required:

Setup Time _____ Beginning Time _____ Ending Time _____

Name _____ Phone _____

Address _____ City _____

Email address _____

Contact Person/Supervisor _____ Phone Number _____

A security deposit is required with the application. It will be returned if there is no damage or clean up required after your event/use. The security deposit will not be returned because of cancellation of the event. Upon receipt of this application, the security deposit, and approval, the room requested will be reserved. Full payment is required **two** weeks prior to the event/use.

Terms and Conditions

RENTAL AGREEMENT – ST JOHN'S SCOUT BUILDING

RULES

- A No alcoholic beverages are allowed in the building or on the grounds.
- B Damage to personal or public property will not be tolerated. All equipment is to be used responsibly and for its intended use only. Please return all accessories to their storage areas. Deposit all rubbish in the proper receptacles and place all soft drink cans in the recycle bin. All other waste material must be disposed of by the person/group renting. The use of helium filled balloons is not permitted.
- C Smoking is not allowed in the building.
- D Groups/persons must fill out an application to use the facility that may be subject to approval.
- E A security deposit is required with all applications. It will only be returned if the facility is cleaned and there is no damage after your event.
- F **A security deposit will not be returned because an event is cancelled. Payment for the rental must be submitted in full with the application.**
- G Supervisors must be 21 years old and listed on the application and be present throughout the entire event.
- H All areas are to be cleaned upon leaving. No liquids are to be placed in any of the wastebaskets any waste which does not fit into the wastebaskets provided must be disposed of by the group who generated the excess waste. No materials are to be left in the rooms without permission.
- I St John's Scout Building is not responsible for items left in building or grounds.
- J Report any problems to adult supervisors immediately or to a St John's Scout Building representative.
- K No Bullying or harassment, including sexual and verbal slurs involving race, ethnicity, disability, or sexual orientation will be tolerated.
- L Adult supervisors are responsible for the youth/group until they leave the property. There is to be no loitering outside St John's Building including occupying vehicles in the parking area. Noise to be kept to a minimum.
- M Use of the large double doors in the main hall is permitted to gain access, bring in materials and remove materials. This is an Emergency Exit and cannot be blocked, inside or outside.
- N A walk through the building is required before leaving to ensure all lights are turned off, toilets are flushed, and the doors are all locked. Check for any damage.

- O Long term rental of a room necessitates one month rental deposit which will be returned after agreement terminates unless repair of damage or cleaning of the said room is necessary. One month prior notice of termination of long term rental must be given by the undersigned and weekly/ monthly rent fee must be given on or before the Monday of that week/month rental is due or it will be deemed as a breach of the rules and could cause termination of rental with the loss of security deposit. St John's Scout Building must give one months notice before termination of long term room rental unless the undersigned or persons under their charge has broken any of the rules which could cause termination of rental with the loss of security deposit.
- P A long term rental room cannot be entered by members of St John's Scout Building without 24-hour prior notice unless an emergency arises and access is necessary.
- Q Upon termination of long term rental of a room the said room must be left as found unless agreed otherwise by St John's Scout Building.
- R I hereby release, waive, discharge and covenant not to sue and hold harmless from any and all liability, claims, costs and expenses whatsoever arising out of or related to any loss, damage, or injury, which may be sustained in the use of the St John's Scout Building.
- S Respect for our neighbours, their property and the surroundings are expected at all times.
- T I HAVE READ THE ABOVE POLICIES AND PROCEDURES AND ACCEPT THE CONDITIONS OF THE RENTAL AGREEMENT AND WILL BE LIABLE FOR DAMAGE. I UNDERSTAND THAT VIOLATION OF THESE RULES MAY RESULT IN LOSS OF MY DEPOSIT AND FURTHER USE OF THE BUILDING.

Name (block capitals) _____
Signature: _____ *Date:* _____

ST JOHNS SCOUT BUILDING DRUG AND ALCOHOL POLICY:

No one shall possess, use, dispense, distribute, sell, or aid in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or drug paraphernalia, either in the building or on the grounds. Violations of this policy will restrict use of the hall by that organization/person until corrective action has been taken.

