



KIDS CENTRAL, INC.

A COMMUNITY APPROACH TO THE WELFARE OF CHILDREN

Building Better Lives

Facility Use Request and Agreement

Guest User Name & Address _____

Contact Person _____ Phone _____

Room(s) Needed Multi-Purpose _____ Kitchen _____ Other _____

Purpose _____ Day/Date(s) _____

Start Time _____ End Time _____ No. of Participants _____

Policy and Procedures

1. Community groups, organizations, civic clubs, and educational organizations may use Kids Central's facilities as guests of Kids Central at the discretion of its chief executive officer (CEO), provided the planned use does not conflict with the business or normal operations of Kids Central, and approval of the CEO may be withdrawn at any time without recourse. Guest must sign in at front desk upon arrival.
2. Requests must be written and sent to the CEO's administrative assistant at the address above. The assistant will maintain a calendar of facility use and resolve conflicting use requests.
3. Kids Central's facilities cannot be used for commercial or private social purposes, political party activities, illegal activities, or any activity or purpose the CEO considers inappropriate, controversial, or contrary to the interests and mission of Kids Central.
4. No person shall be excluded from attending or participating in guest use of Kids Central's facilities on the basis of race, color, religion, sex, national origin, age, marital or veteran's status, sexual orientation or disability.
5. The use of tobacco, drugs and alcohol is not permitted on Kids Central's premises. The use of food and beverages and Kids Central's kitchen may be permitted but such arrangements must be approved in advance by the CEO.
6. After use, all Kids Central facilities and equipment shall be cleaned and left in at least as good condition as found. All tables, chairs, and equipment must be returned to original positions unless otherwise approved by the CEO.
7. Any group, club or organization who uses Kids Central facilities agrees to indemnify defend and hold harmless Kids Central and its officers, directors, agents, and employees from and against any and all claims, demands, losses, costs, damages, or liability of any nature or character arising from or incidental to the use of Kids Central's facilities, including without limitation any and all claims or liability for the theft, loss, or damage from any cause whatsoever to the property of guest users or any of their members, officers, directors, or invitees. In addition, guest users agree to pay all costs necessary to return Kids Central's facilities to same condition as received, as well as all costs to repair or replace property damaged or removed during guest use activities.

Guest User Group or Organization Kids Central, Inc.

Signature of Responsible Person

Cynthia A. Schuler, Chief Executive Officer

Print name

Date

Date

