

Request and Agreement for Organization Use of Suwannee Bicycle Association's Headquarters Building

Name of Organization

Address, if applicable: _____

Responsible Party representing the above: _____ Title: _____

Address: _____

Telephone Number(s): _____

Email Address: _____

Are you a current SBA member? Yes or No

Name of Event: _____

Purpose of Event: _____

Date(s) SBA headquarters (HQ) is requested: _____

Hours/time HQ will be used: _____

Approximately how many people will use the facility during this event? _____

Will the kitchen be used to prepare and/or store food? _____

Prior to requesting a date, please check the SBA calendar at our www.suwanneebikeorg for SBA scheduled events and open house weekends.

Requests should be received no later than 6 weeks prior to the event. This completed and signed request must be emailed to both the Building Manager and SBA Board Liaison listed below. Upon receipt of this completed and signed request form, SBA will review your request and determine whether to allow building use.

The following must be received one week prior to the event.

Damage deposit (refundable): \$150 (check)

\$100 (check) donation

Declaration Page of Organization's Insurance Policy

Once approval has been granted and upon receipt of the deposit, donation and insurance declaration page, you will be provided with the door code to gain access to SBA HQ.

Building access credentials will be distributed by the Building Manager or SBA Board Member Liaison:

Building Manager

Mike Toffolo

C: 317-694-5251

michael_toffolo_inc@aol.com

SBA Board Liaison

Dale Nanny

C: 321-698-6004

dalenanny@aol.com

Terms and Conditions

_____ on behalf of _____ organization (hereinafter referred to as Organization) requests the use of the headquarters building cility (HQ) owned by Suwannee Bicycle Association, Inc. (hereinafter referred to as SBA) and agrees to the following:

1. Building use is a privilege and not a right. SBA reserves the right to deny building use to any Organization for any reason.
2. SBA bathroom can only be used by **volunteers/staff** (no more than 10 people during the event).
 - a. Participants must be directed to the public restroom facility around the corner from SBA. Contact the Town manager prior to your event to ensure the facility is open.
3. Organization will provide its own paper products, including paper plates, napkins, plastic forks, knives, spoons, coffee cups, paper cups and so on.
4. Organization may use SBA pots and pans and cooking utensils. These must be thoroughly cleaned, dried and put back at the end of the event.
5. SBA food should not be used.
6. If couches are used, the couch covers must be in place.

Indemnification

Organization agrees to indemnify, defend (with counsel acceptable to SBA) and save SBA harmless from and against any and all claims by or on behalf of any party arising from the use, occupancy, operation or management of HQ, or arising from any breach or default on the part of Organization pursuant to the terms of this Request and Agreement to Organization Use of Suwannee Bicycle Association's Headquarters Building, and from and against all costs, expenses and liabilities incurred in connection with any such claim or action or proceeding brought thereon (including, without limitation, the fees of attorneys, investigators and experts).

Release

SBA, its principals, agents, employees and contractors, shall not be liable for, and Organization along with its principals, agents, employees and contractors, hereby releases SBA, its principals, agents, employees and contractors from, all claims for loss of life, personal injury or damage to property sustained by Organization or any person claiming by, through or under Orgainzaiton resulting from any fire, accident, occurrence or condition in or upon HQ or any act of other occupants of HQ or any act or omission (including negligent acts or omissions) of SBA, its principals, agents, servants and employees.

Clean Up

The organization agrees to leave the building clean, including the following:

1. All floors must be swept.
2. All counters must be wiped down with SBA cleaning products.
3. All food brought in by the organization must be removed from the refrigerator. Interior of refrigerator should be left clean.
4. All trash should be bagged and brought to the outside trash bins next to building for trash pickup.
5. Hot water heater must be turned off.
6. Doors must be locked.
7. Provide a written list of any issues noticed before and/or during the event.

I, _____, understand the terms and conditions for using SBA HQ and agree to adhere to the terms and conditions.

_____, as agent of Organization
Signature

Date

SBA representative assigned to this event _____.
During your event, this person can be contacted if needed. They will not be onsite during your event.