

**Facility Use Agreement, Russell Gates Mercantile Building  
Owned and operated by the Elbert Woman's Club  
P.O. Box 302, 24223 Eccles St, Elbert, CO 80106**

When not needed for EWC activities, the Russell Gates Mercantile Building is available for use by others. This agreement is to be submitted to: **IRENE BROWN**

Date and time of your event? \_\_\_\_\_ . What time does your event end? \_\_\_\_\_  
Name of your organization? \_\_\_\_\_  
Purpose of your event? \_\_\_\_\_ . Estimated attendance? \_\_\_\_\_  
Is your event free and open to the public? \_\_\_\_\_

Any signs or posters posted in, on or around the premises will first be submitted for approval by the EWC. Any promotional material will first be submitted to the EWC for approval prior to distribution. All material shall be removed at the end of the event. There will **NEVER BE ANY ALCOHOL** consumed on the Premises

Reservations will be confirmed upon advance payment equivalent to the full amount of the rental fee.  
This agreement for use of the building is not transferable.  
The cleaning/security deposit is returned to renters who leave the hall in the same condition it is found.  
Please provide TWO separate checks!

In order to process your application please circle below, which category best describes you.

- Category I     Private Group
- Category II    Not for Profit (tax exempt status pursuant to 501[c] criteria EIN : \_\_\_\_\_)
- Category III   Agricultural/Educational/Government Agency/Community
- Category IV    Commercial/Business

The undersigned, on behalf of the above named organization (or event coordinator), hereby assumes all responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to the building or personal property, or loss of EWC property or personal property that may result from this use. The EWC reserves the right to monitor all events at the Hall.

Date of application: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Home phone # \_\_\_\_\_  
Fax # \_\_\_\_\_

Zip code \_\_\_\_\_  
Work phone # \_\_\_\_\_  
Cell phone # \_\_\_\_\_

**Elbert Woman's Club:** Irene Brown, President  
PO Box 302, Elbert, CO 80106  
719-447-5563 Cell

Date: \_\_\_\_\_

**Cleaning Checklist, Russell Gates Mercantile Building  
Owned and operated by the Elbert Woman's Club  
P.O. Box 302, 24223 Eccles St, Elbert, CO 80106**

**BUILDING RULES AND REGULATIONS**

- **No alcohol is permitted on the premises**
- This is a family based facility and all activities should be suitable for family entertainment.

**RENTAL RATES**

- The following rates are due and payable upon the signing of the License Agreement. All checks *will be processed.*
- Cancellations **thirty (30) days or more prior** to the event - **all monies EXCEPT the five-hundred dollar (\$500.00) cleaning/security deposit will be returned.**
- Cancellations **less than thirty (30) days prior** to the event - **NO monies shall be refunded.**
- Upon the completion of this agreement, including the cleaning checklist being approved, the **\$500.00 security/cleaning deposit shall be refunded.**  
**The cleaning needs to occur within 24 hours of the event unless otherwise directed.**

<b>Rooms Available</b>	<b>Rate</b>	<b>Cleaning /Security Deposit</b>	<b>Total Due</b>
1. Hall, back dining room and Kitchen	<b>\$200.00</b>	<b>\$500.00</b>	<b>\$700.00</b>
2. Small dining room and Kitchen	<b>\$100.00</b>	<b>\$500.00</b>	<b>\$600.00</b>
<i>Please make TWO separate Checks!</i>			

**CLEANING CHECKLIST- Please KEEP this page for your information!**

<b>acceptable pre-check</b>		<b>acceptable post-check</b>
	<b>UNDER NO CIRCUMSTANCES CAN ANY TACKS, NAILS, OR TAPE BE PUT ON THE WALLS, WINDOW GLASS OR WINDOW FRAMES AND CENTER POSTS. THESE ARE ALL PART OF THE HISTORICAL RESTORATION.</b>	
	<i>Turn off hot water tanks in Kitchen and Bathrooms. Set Bathroom thermostat to 55 degrees.</i>	
	<i>Turn burners to PILOT and turn off oven.</i>	
	<i>Be sure the thermostat in the back dining room is set to the "moon" setting before leaving.</i>	
	<i>Open doors under kitchen sink (Winter only).</i>	
	<i>Unplug and clean out coffee pot(s).</i>	
	<i>Remove any left-over food. Do not leave in refrigerators.</i>	
	<i>Clean all counters and sinks (caution: remove everything from sink drain), no food particles or grease down drain.</i>	
	<i>Wipe down all tables, counters and surfaces. Wipe up stove.</i>	
	<i>Clean both bathrooms (extra paper products are located in the cabinet in the bathroom).</i>	
	<i>Sweep or vacuum all floors whichever is appropriate, wash floors if necessary.</i>	
	<i>Check to make sure appropriate doors are properly open or shut.</i>	
	<i>Empty and remove all trash from the property.</i>	
	<b>Turn off all lights as well as lowering front room thermostats to 50.</b>	
	<b>Lock exterior doors and RETURN KEY to approved person.</b>	

Please be careful not to overload electrical circuits. Do not under any circumstances remove pots, pans or utensils from Kitchen. A first aid kit is located under the southeast kitchen corner cabinet on the brown microwave. Fire Extinguishers are located by each exterior door in building and by each kitchen door.

**Irene Brown, President, 719-447-5563 Cell**