

## **Westfield Lions Club**

### ***Request for Reservation***

Please supply the following information and mail with your check.  
Please provide a copy of driver licenses for identification.

Name: \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Auto License Plate Number \_\_\_\_\_

Email \_\_\_\_\_

Desired Rental Date \_\_\_\_\_

Time \_\_\_\_\_

### ***Purpose of Rental***

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Agreed to Charges: \$ \_\_\_\_\_ per day. X number of days \_\_\_\_\_ = Total  
Charge \$ \_\_\_\_\_

## **WESTFIELD LIONS CLUB BUILDING RESERVATIONS POLICIES**

1. Rental of the building is to be paid at the time a reservation is made to guarantee Building availability for your event. Any reservation not paid in advance will be a **"PENDING RESERVATION"** and not guaranteed. Entry to the Club House will be via the kitchen door which has an electronic lock. An access code for this door will be provided after payment has been confirmed.
2. Rental charge for the Building use is \$100 for a maximum 8 hour period.
3. Should the Building be found in an unsatisfactory condition, the contact person shall be phoned and given the opportunity of returning the Building to the condition prior or future rental will be denied.

4. Civic groups may use the Building without charge, but must use the procedure in #1 to reserve the Building. If the Building is left in an unsatisfactory condition, the organization may forfeit future use of the Building.
5. In case of use by a teen-age group, there must be adequate adult supervision present. The rental must be done through an adult.
6. Tables, chairs, and all properties of the Westfield Lions Club are not to be taken out of the Building without prior consent of the Board of Directors.
7. There is to be *NO SMOKING* in the Building. *ALCOHOLIC BEVERAGES* shall not be sold, given away, consumed, or brought into the Lions Club property.
8. If the air-conditioner is used, you must turn it off when you leave. If the heat is used, the thermostat must be turned back to 60 degrees. Lights must be turned off at the wall switches when you leave. Lock all doors as you leave the Building.
9. Westfield Lions Club does not furnish table paper or napkins. Observe the posted rules for kitchen use if using the kitchen facilities.

I have read this confirmation in its entirety as well as the **WESTFIELD LIONS CLUB BUILDING RESERVATIONS POLICIES**. I agree to abide by both. I agree to pay for any damages associated with my rental and use of the Westfield Lions property.

This reservation request requires your signature.

X \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_\_\_  
*Signature*

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*Print Name*

Please make check payable to "Westfield Lions Club" and mail to:  
Mr. Keith Sanborn — Treasurer  
38 Sleepy Hollow Court  
Westfield, IN 46074

**Westfield Lions Club • 120 Jersey St. • Westfield, IN 46074**