



## **FACILITY USE AGREEMENT FOR RESIDENTS**

Arlington Ridge CDD and the undersigned Resident(s)/Responsible Party hereby agree on the no cost rental of our facility as specified herein, subject to the Additional Provisions on the reverse side hereof. This form is only to be used if no catering service is involved.

### **ALL CDD FACILITIES (other than Fairfax Hall):**

#### **Resident(s)/Responsible Party Information:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EMAIL: \_\_\_\_\_

#### **Function Information:**

TYPE OF FUNCTION: \_\_\_\_\_

FUNCTION DAY & DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME \_\_\_\_\_

The rental time is inclusive of set-up and clean-up time.

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

The Resident(s)/Responsible Party acknowledge that they have read and understand the Facilities Use Policy and the Additional Provisions located on the reverse side of this Agreement, and that it correctly states their intentions.

**Resident(s)/Responsible Party**

**Arlington Ridge CDD**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Please Print Name and Date Signed

\_\_\_\_\_  
Date Signed

NOTE: The Resident(s)/Responsible Party agrees to leave the facilities used in the same condition as prior to event. The following must be done immediately upon its conclusion:

- i. Remove all garbage.
- ii. Take down all party displays.
- iii. Wipe down table surfaces.
- iv. Return all furniture to original locations.