

# REQUEST FOR COMMUNITY BUILDING USE

I (We) hereby request the use of Pocahontas Housing Authority Inc. Community Building at 1320 W. Dalton Street, Pocahontas, Arkansas.

Name of Event \_\_\_\_\_

\_\_\_ One-time Event on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_

\_\_\_ Recurring Event on the \_\_\_ (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>) \_\_\_\_\_ (Mon., Tues., etc.) of \_\_\_\_\_ (month, week, every other week or month, etc.)

Name of Person(s)/Organization \_\_\_\_\_

Address of Person(s)/Organization \_\_\_\_\_

Phone # of Person(s)/Organization \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

NOTE: Any damages to the building, it appliances or other appurtenance will be deemed the responsibility of the person signing this request unless said person makes prior arrangements with the management.

FOR OFFICE USE:

Facility is \_\_\_/ is not \_\_\_ available for requested event on above date.

Date of event posted on the calendar \_\_\_\_\_ Posted By \_\_\_\_\_

Date requesting party notified \_\_\_\_\_ Notified By \_\_\_\_\_

Method of notification: Phone \_\_\_\_\_ Fax \_\_\_\_\_ Letter \_\_\_\_\_ In Person \_\_\_\_\_

# RELEASE OF LIABILITY

KNOW ALL MEN BY THESE PRESENTS:

For and in consideration of the permission of Pocahontas Housing Authority, Inc. to enter upon its premises, particularly the building known as Manor Apartments Community Building, 1320 Dalton Street, Pocahontas Arkansas, for the purpose of meetings or of transacting the business of renter such permission having been granted at the request and solely for the convenience of said organization, acting by and through the undersigned, hereby assumes all risk of any damage, injury or loss which may occur to above state organization or any member, invitee, or guest thereof in going to, from, or upon the above described premises of Pocahontas Authority, Inc.

And for the same consideration previously stated, the renting party does hereby agree to indemnify, defend, protect, and hold harmless Pocahontas Housing Authority, Inc. and its Officers, Directors, and Employees against any and all manner of claims, causes of action or liability arising out of any accident, injury or damage occurring to any member, invitee or guest of their event, or to any person as a result of the negligence of any member, invitee or guest of said organization.

This release shall remain in full force and effect until revoked in writing by a duly authorized officer for the aforesaid organization.

IN WITNESS WHEREOF, the undersigned has set his hand on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Signature of responsible person

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Signature of Housing Representative

# EXTRA NEED TO KNOW ITEMS

1. IF THE COMMUNITY ROOM IS NOT CLEANED UP WHEN YOU ARE THROUGH, YOU WILL RECEIVE A BILL IN THE AMOUNT OF \$30 FOR CLEANING.
2. THE FOOD THAT IS IN THE CABINETS AND IN THE REFRIGERATOR BELONGS TO THE EMPLOYEES AND IS NOT TO BE USED.
3. THE COMPUTER IS FOR APPLICATIONS ONLY. IT IS NOT FOR PERSONAL USE AND PLEASE KEEP YOUR CHILDREN AWAY FROM THE COMPUTER.
4. YOU MUST PUT THE KEY IN THE RENT DROP BOX WHEN YOU LEAVE.

WE SUPPLY BROOMS AND MOPS FOR YOUR USE TO CLEAN WITH IN THE CLOSET MARKED BROOMS AND MOPS.

IF YOU ARE SENT A CLEANING BILL YOU MAY NOT BE ABLE TO RENT THE ROOM AGAIN.

IF THE APPLICATION COMPUTER STOPS WORKING DUE TO NEGLIGENCE ON YOUR PART, YOU WILL BE CHARGED WHAT WE ARE CHARGED TO REPAIR OR REPLACE IT.

WE DO HAVE CAMERAS SET UP IN BOTH ROOMS AND WE WILL KNOW WHO DOES ANY DAMAGE OR DOES NOT CLEAN THE ROOM.

WE PROVIDE A CLEAN ROOM FOR YOU TO USE AT A VERY LOW PRICE ALL WE ASKED IS THAT YOU PLEASE RESPECT THE ROOMS AND CLEAN THEM UP WHEN YOU ARE FINISHED WITH THEM.

**POCAHONTAS HOUSING AUTHORITY INC. WILL NOT BE HELD RESPONSIBLE FOR SOMEONE IN YOUR PARTY CONTRACTING COVID-19 DURING THE USE OF OUR FACILITY.**