

Acheson Community Resource Center

514 McMorran Blvd., Port Huron, MI 48060

Phone: 810/984-4761

Fax: 810/984-3394

Email: Lindsay@stclairfoundation.org

Room usage agreement:

The Community Resource Center (CRC) is available for use by community groups, nonprofits and for profit organizations. The CRC offers board room seating for 32 and class room seating for training and seminars. By signing this agreement, you agree to oversee the facility and are deemed responsible for the property in the absence of a staff person. If used outside of staffed hours of operations, you agree to make arrangements to get a key for the facility. All doors must be properly locked when you leave the premise and a **SIGN OUT SHEET MUST BE COMPLETED.** They are located in the drawer next to the sink. You are fiscally responsible for any long distance phone calls. You are to provide all coffee, beverage, paper products and food. Kitchen appliances, utensils and fridge **are** available for use. You must wipe down the tables and kitchenette and properly bag all trash, restoring table set up how you found it. **No smoking on premise-** in or outside of the building. This usage agreement is only valid for the year 2010.

Room Cost: (Make checks payable to the Community Renaissance Fund) –Payment is due 24 hours before meeting time.

For Profit Organizations- (including professional trade associations)

- \$50 for the first three hours, \$20 for each additional hour

- \$100 for an entire day (8 hours or more)

Nonprofit Groups with 501 Status-

- Two free meetings per month

- \$10 per hour for additional meetings

- \$75 for the whole day

Community Groups- (not legal stand alone entities) for example: block clubs, neighborhood groups, informal committees or clubs, CSCB

- Free of charge

Scheduled booking:

Organization: _____

Type of Organization: For Profit Nonprofit Community Group

Scope of Activity: _____

Will you need access to handicap accessible restrooms? Yes No

Contact Person: _____

Address: _____

Email: _____

Phone #: _____ Fax #: _____

Contact Persons signature: _____

Date(s) of event: _____ Time: _____

Est. attendance: _____ Today's Date: _____

Mission: The purpose of the Community Resource Center is to encourage and promote collaboration and partnerships in the community

Please fax to 810/984-3394, Attn: Lindsay Redlawsk