



APPLICATION FOR USE OF THE LISTERHILL CREDIT UNION AUDITORIUM

NAME: _____ **(PICTURE I.D. WILL BE REQUIRED)**

BUSINESS NAME: _____

PHONE: _____ **EMAIL ADDRESS:** _____

DATE OF EVENT: _____ **# OF GUESTS:** _____

DETAILED DESCRIPTION OF THE EVENT:

EVENT TIME FROM _____ **TO** _____ **(12:00 A.M. MIDNIGHT IS THE CUTOFF TIME)**

CLEAN UP FROM _____ **TO** _____



PLEASE NOTE: You are responsible for leaving the auditorium space as you found it.

Upon approval of this application your date will be permanently placed on the calendar for reservation. You will be presented with a contract of rental for your signature.

Please notify your caterer/party planner/rental services of all auditorium guidelines.

There is a \$250 clean up fee. In lieu of rent we accept donations to our philanthropy, Kicks for Kids. Our tables and chairs can be used be we don't not set up or break down the event space.

I HAVE READ THE GENERAL GUIDELINES FOR THE USE OF LISTERHILL'S AUDITORIUM AND ASSUME PERSONAL RESPONSIBILITY FOR COMPLIANCE WITH THESE GUIDELINES.

SIGNATURE _____ **DATE** _____

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(LCU office use only)

Application approved _____ Date _____

Insurance required _____ ABC Permit required _____ Security required _____



GUIDELINES

- **NO STAPLES ARE TO BE USED** in any of the permanent fixtures of the building, including walls, floors, tables and stage. Also, **NO GLITTER IS TO BE USED** due to being unable to remove it from floors and tables.
- Please note that this is a smoke-free environment. **NO SMOKING OR USE OF SMOKE GENERATING DEVICES IS ALLOWED IN ANY BUILDING.**
- If the stove or oven is used, the lessee has the responsibility of making sure the vent is turned on **OR THE HEAT SENSOR WILL SPRAY FOAM.** The switch is on the left side of the hood. **IT MUST BE TURNED OFF AFTER USE.**
- A **\$250.00 CLEANING FEE** is due at the time of key pickup.
- In lieu of rent, a donation can be made to Kicks for Kids (funded by the Listerhill Foundation). For more information, please visit listerhill.com/foundation.