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**FIELDHOUSE AND PATIO RENTAL REQUEST**

**Renter Name:

Home Address:**

**Home Phone:** **Work Phone:**

**RULES AND REGULATIONS**

* You must be a Mission ID Card holder to rent CSA facilities.
* Renter listed above must remain for the entire duration of the function and be responsible for the conduct of all their guests. This includes replacement costs of any losses or damages.
* All spaces are to be left in the manner in which they were found. Renter is responsible for cleaning up all areas. A cleaning checklist will be provided to you.
* CSA reserves the right to cancel your reservation if the following conditions are not met.
	+ The Fieldhouse interior and patio are open for reservations Sunday, Monday, Wednesday, Thursday and Saturday.
	+ No outside food is permitted inside the Fieldhouse without prior consent from CSA. For catering options through Valerio’s, please contact Valerio Canto at 017 9515 5154 or canto.valerio@yahoo.de.
	+ Personal use of the kitchen is not permitted for any reservations.
	+ No outside alcohol is permitted without prior consent from CSA.
		- If the event is on a day that the Fieldhouse Wunderbar is closed, the CSA Wunderbar can be rented and tended by a CSA bartender for an extra fee of $12 per hour as a cash bar.
		- CSA is also able to provide you with the option to pre-purchase beer and wine from our bar stock to self-serve at your event as well.
	+ Fee and deposit information
		- **Rental Fee**: $75 for the first four hours, $25 for every additional hour
		- **Security & Cleaning Deposit**: $150, refunded after the function has been held assuming all conditions of this agreement have been met. All funds due must be paid in full by the date the day of the event.
		- Fundraisers do not have to pay the Fieldhouse rental fee if the event is open to the community, however they must pay the Security & Cleaning Deposit for $150, which will be refunded after the function has been held assuming all conditions of the agreement have been met.
		- **Deposits must be in the form of a check. Cash deposits are not accepted**.
* Cancellation Policy: The renter can cancel without penalty seven days prior to the function. CSA can cancel if the rules and regulations above are not met, or with just cause.
* If interested in renting the Fieldhouse, please contact Morgan Bates at retail-mgr@csafrankfurt.com.

**RENTAL DETAILS**

**Space(s) Requested** *(Circle your Selection)***: Fieldhouse Interior Fieldhouse Patio Both**

**Event Date:**

**Beginning Time (including set-up):** **Ending Time (including clean-up):**

**Alcohol?** *(Circle your selection)* **None Bar Rental Pre-Purchase Self-Provide**

**Renter Signature Date**

**Office Use Only**

**Rental Amount Paid: Bar Rental Amount Paid:**

**Deposit Check #: Amount: Cashier Int.:**

**Date Deposit Check Retuned: Cashier Int.: Check List Received:**