



## Ben Avery Shooting Facility Activity Center use agreement

**NAME OF USER GROUP:** \_\_\_\_\_

**CURRENT USER GROUP AGREEMENT ON FILE?** \_\_\_\_\_ (must be on file)

**DATE OF EVENT:** \_\_\_\_\_ **NAME OF EVENT:** \_\_\_\_\_

**SET UP DATE:** \_\_\_\_\_ **CLEAN UP DATE:** \_\_\_\_\_

By signing this agreement form, I and the organization I represent understand and agree to the following:

1. The Activity Center is rented as an empty building, and will be returned to its original condition. A walk through with BASF personnel will be done before and after the event. Our group will be responsible for any damages incurred.
2. All set up and take down is our group's responsibility.
3. The use of any BASF supplies or equipment will be by request and with prior approval from the Main Range Office. This includes tables, chairs, kitchen facility, etc.
4. No wall displays or items will be taken down or moved without prior approval from the Main Range Office.
5. No information or displays will be placed on any walls by any means without prior approval from the Main Range Office. This applies to the exterior, as well as interior walls.
6. Licensed security is required for all events taking place after normal BASF business hours.
7. Clean up and clean up supplies are our responsibility. We understand that a fee of \$10.00 per hour will be charged for any clean up required by BASF personnel. We also understand that failure to abide by this agreement will result in the loss of future use of the facility.

Printed name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_