



Member Use Agreement for CitySpace

***"International Leadership Circle" minimum membership level required**

SCNN Member Applicant Name: _____

Member's Phone Number: _____

Member's Email Address: _____

Describe Nature of Use (party, meeting, event): _____

Anticipated Attendance: _____

Single Use: Event Date*: _____

Start Time: _____ End Time: _____ *(Include set-up & clean-up)*

Recurring Use: _____ of every month*

Beginning Date*: _____ / Ending Date*: _____ *(limited to 8 free uses per year)*

Start Time: _____ End Time: _____ *(Include set-up & clean-up)*

**Dates more than 60-days out may be cancelled due to lease restrictions; see "Understanding of Agreement" below.*

Equipment Requested

- Screen
- Projector
- Meeting Owl
- Microphone/Stand/Speaker



Fee (if applicable): _____

Please check the Fee Schedule.

Pay by Check# _____

Make check payable to SCNN

[Pay Online with debit/credit](https://app.donorview.com/IAPRm)

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Understanding of Agreement:

As the "member applicant", I understand that I must maintain my membership in Sister Cities of Newport News (SCNN) in order to reserve & use CitySpace. **I further understand that I must be present for the entirety of the event** and that it is **my responsibility to 1) replace all furnishings (i.e. tables, chairs, easels, trash cans, etc.) to pre-meeting/event arrangement; 2) collect trash in sealed bags and placed in the electrical room; 3) vacuum the carpet as needed; and 4) wipe clean tables, countertops, microwave, coffee pot and sink if used. If the carpet is soiled, I am responsible for cleaning or paying the cost to have it professionally cleaned. As a Sister Cities member using CitySpace, I agree to abide by all current local, State and Federal laws applicable including, but not limited to noise restrictions, parking laws and VA ABC rules. I understand that cancellations must be made at least 14 days prior to meeting date for a refund. I further acknowledge and understand that the non-profit SCNN has a lease agreement for CITYSPACE and that the lease has a 60-day termination clause. Consequently, this "use agreement" may be cancelled by SCNN upon execution of the lease termination clause by SCNN's landlord. Failure to follow any terms will result in removal of the privilege to use the space. By my signature below, I agree on behalf of myself, my guests and attendees, to all terms specified and implied and to hold harmless Sister Cities of Newport News, Inc. (SCNN) and its employees, members, officers, directors, agents, volunteers, successors and assigns.**

Signature of Member: _____ Date: _____

Submit completed application to: info@sistercities-nn.com

Questions? Call 757-697-3129 / Do not send invitations for your event until your reservation has been confirmed.

OFFICE USE ONLY

Date Received: _____ Fee Received: _____

Approved: YES NO Approved By: _____ Volunteer Assignend if any: _____