

Waa-Nibe Carson House Reservation Procedures

The Waa-Nibe Carson House, Building 1007, is available to the military, military civilian and organizations. A valid military ID card is required.

- If the House is used for personal use, there is a \$50.00 refundable cleaning deposit required upon check-in that will be returned after check-out. Checks must be made to ESCO. (Cleaning supplies are available in the kitchen and in the Supply Closet next to the bathroom.)
- All trash, including bathroom, must be collected and removed from the building. (Dumpster is located behind the Thrift Shop building.)
- Spills must be taken care of immediately and Resolve applied to the carpeted areas.
- The bathroom must be left presentable.
- All furniture is to be in original positions.
- The toy room must be picked up.
- Turn off all lights.
- Please inspect the building prior to leaving. Your organization will be required to replace/pay for any damaged items. By signing below you agree to all conditions stated above. A check-out inspection form will be completed by the ESCO Building Coordinator. If your organization receives a "Not Acceptable" rating, requests for future reservations may be declined.

An adult, at least 21 years in age, and an Organization or Unit Sponsor must read and sign the release form prior to the event for the reservation to be valid. (The release form will be valid until 1 May 06 and will be kept on file.) A time will be arranged for a designated person to unlock and relock the front door and have a pre event walk through. Arrangements will be made at the time of check-in and written down on this agreement.

*****RESERVATION FORM*****

Name & Phone of Primary Contact (must be 21): _____

Name & Phone of Organization/Unit Sponsor: _____

Date/Time of Event: _____ **# of People Attending:** _____

Rooms to be Used: (Please circle all that apply.)

Main Room	Kitchen	Playroom
Classroom #1	Classroom #2	Classroom #3

Will there be food and/or alcohol served? **NO** **YES/Food** **YES/Alcohol**

Will your group be willing to leave a donation of any of the following cleaning supplies?

Paper Towels **Trash Bags** **Other** _____

Signing this form denotes acceptance of full liability and responsibility for the use of Building 1007, also known as the Waa-Nibe Carson House. The signer agrees to hold harmless and to defend the Government of the United States, all its agents, and FCOSC/ESCO, acting officially or otherwise, from any and all liability, claims, demands, actions, debts, and attorney's fees arising from, claimed on account of, or any manner predicated on which may occur from the use of this building.

Signature of Primary Contact: _____

Signature of Organization/Unit Sponsor: _____

Signature of ESCO Building Coordinator: _____