

CHEC

Screen Pavilion Reservation Form

Please complete this form. Form is not valid without signature. Scan and email, or mail at least 30 days in advance of desired reservation date to chec@checflorida.org. You will be notified when the reservation has been finalized. Payment is due upon notification of reservation. Call 941-575-5435 to pay by credit card or mail a check to: Charlotte Harbor Environmental Center, P.O. Box 512876, Punta Gorda, FL 33951-2876, *attn: Screen Room Pavilion Reservations*. ~ There is a 10% rescheduling fee. There is a \$25.00 cancellation fee.

Name of Person (Signatory) Reserving Pavilion (Last)		(First)				
Organization or Club Name						
Org. Address						
City		State		Zip		
Org. Phone		Signatory's Phone				
Org E-mail						
Signatory's E-mail						
Reservation Date Desired - Primary (mm/dd/yy)		Time *(From/To)				
Reservation Date Desired - Secondary (mm/dd/yy)						
Weekend?	If yes, check one: _____ Saturday _____ Sunday					

*No earlier than 8:00 a.m.; no later than 4 p.m. No holidays.

I, the undersigned, acknowledge that I have read, understood, and will abide by the instructions provided above and the Screen Room Pavilion Use Rules contained in this document.

Signature: _____ Date: _____

Printed Name: _____ Date: _____

For Office Use Only:

Confirmed Date	Weekend? If yes, day:	Total Number of Hours
Total Cost	Payment Method / Paid on Date:	Rescheduled? If yes, new date and fee owed:
Cancelled? If yes, fee owed:		

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Screen Pavilion Use Rules

- ✓ No football, baseball, frisbee or other airborne-type games shall be played inside the screen pavilion.
- ✓ Picnic tables may be moved around but must be returned to their original layout. Additional tables/chairs may be brought in but must be removed at the end of the event.
- ✓ Tables and benches must be thoroughly cleaned after use. Spills must be completely wiped clean.
- ✓ Floors must be swept completely clean and all food and trash deposited in the trash can located just outside the pavilion. Floor spills must be completely wiped up.
- ✓ All recycle* items must be placed in the recycle bin located just outside the pavilion. Items **must** be clean. Please do NOT throw dirty soda cans, coffee cups, plates, etc. in the recycle bin. All contaminated items must be thrown in the trash*.
- ✓ Before departing the premises, please remove the **trash bag**, tie and take it to the trash dumpster located on the service road behind the Chet Lewis Education Building. Do not leave trash bags on the ground or on picnic tables for animals to tear into.
- ✓ Signatory will be responsible for any damages incurred to the pavilion due to failure to adhere to these rules, or from misuse, negligence, or other contributing circumstances.

***Visitors and guests eating lunch inside the pavilion** must ensure, before departing, that the premises are clean and all trash and recycle items are placed in the appropriate cans located inside the wooden fenced-in area to the right of the boardwalk. Be sure to secure the tops to prevent animal intrusion.

Screen Pavilion Charges

Weekday – 3 hours (minimum) - \$75.00

Weekend – 3 hours (minimum) - \$120.00

Weekday – 3 - 7 hours - \$25.00/hour

Weekend – 3 - 7 hours - \$40.00/hour

Call 941-575-5435 with questions.

Download a reservation form at www.checflorida.org/Support.html.