

Rules for Regular Use of the Enumclaw Youth Clubhouse

1. Provide a representative from your den/troop/group, to serve on the Youth's Leadership, Inc., Board of Trustees.
Name: _____ Phone (home/evening): _____
Email Address: _____ Mailing Address: _____
2. Publicize the Clubhouse and the Youth's Leadership, Inc., through your memberships.
3. Use only the rooms you have reserved and schedule meetings or make changes to your schedule at least a week in advance. To reserve a room or make changes to your existing room reservations, visit the web site <http://www.EnumclawYouthClubhouse.org>, check room availability, and submit a reservation request.
4. Do not duplicate your key or loan your key to anyone. Exceptions may be made for co-leaders or parents who will be in charge of your meeting in your absence. To request a key to the Clubhouse, visit the web site <http://www.EnumclawYouthClubhouse.org>; and print, complete and submit a user contract. Keys must be returned when you are no longer using the building. A \$25 deposit will be required on each key requested; deposit will be refunded upon the return of the key(s).
5. Leaders must be present when youths arrive and must, at all times, maintain control of their groups, including other children who are accompanying adults dropping off or picking up participants. Do not allow children to play outside unsupervised. Do not allow them to climb on the neighbor's fences or any other structures, e.g., storage shed.
6. No animals are allowed in the building at anytime without prior approval from the Youth's Leadership, Inc., Board of Trustees. Exceptions will be made for service animals.
7. Smoking or use of any illegal substances or alcohol is not allowed in the building or on the premises.
8. No walking in the flowerbeds or picking flowers. Please teach children to be respectful of the property and to leave things better than how they found it.
9. No parking in or blocking driveways, including gravel and paved areas.
10. Check the reader board by the front door for messages. Do not destroy messages on the board.
11. The premises must be vacated by midnight unless other arrangements have been made in advance with the Youth's Leadership, Inc., Board of Trustees. Groups still in the Clubhouse after 10pm must observe quiet hours for the remainder of the night.
12. Refrain from disturbing the surrounding neighborhood when entering or leaving the premises.
13. Before leaving the building:
 - Sweep and/or vacuum room (brooms and vacuums are located in the storage room) and deposit litter in the garbage can near the front door. Do not deposit garbage in fireplaces.
 - Wash, dry, and put away dishes. Please provide your own washing and drying towels and detergent.
 - Check toilets to make sure there are no paper towels in them and clean any paint from sinks.
 - Return tables, chairs, and equipment to their proper places and wipe clean all surfaces.
 - Lock all doors and windows, and turn off all lights except the front door porch light.
14. In case of an emergency, please notify the caretaker Allan Billingsley at 360-825-2820 or abillingsley@foxinternet.net.

Usage Agreement

Name of Leader: _____ Group: _____

has read and understands the rules of the Clubhouse, and agrees to comply. If rules are not followed, it could result in disciplinary actions and/or liability for damages.

Signature: _____ Date: _____

Email Address: _____ Phone (home/evening): _____

How Many Youths in your Group? _____

Meeting Day/Frequency: _____ Meeting Frequency: _____

Meeting Time: _____ Meeting Room: _____

Office Use:

User Agreement Completed Representative on Board Key Deposit