

SUPER CHAPTER FRATERNITY CENTER, LLC

FACILITY REQUEST FORM

Please READ and FILL OUT this form COMPLETELY, ON FORM per EVENT. If the facility is available, The Super Chapter Fraternity Center, LLC (The SCFC or The SCFC, LLC) will return a CONFIRMED RESERVATION AGREEMENT for your signature or notify you by email.

Today's Date: _____ Requested By: _____

Group Organizer/Contact: _____

Telephone/Cell Number: _____ Email Address: _____

Name of Group: _____

Is the group affiliated with The Omega Psi Phi Fraternity, Inc.: Yes No

If yes, is the event chapter affiliated: Yes No

Type of event: _____

Requested space (check all that apply):

Recreation Area w/Bar: Yes No

Conference Room: Yes No

Brother Claudius Walker Meeting Room w/round table and chairs: Yes No

Kitchen: Yes No

SCFC parking lot in rear of building: Yes No

Requested Date(s) of Event:

Event Start Time (includes prep time): _____

Event End Time (includes clean-up, if applicable): _____

Will food and/or beverages be served?: Yes No

Will alcohol be served?: Yes No

Short description of the event: _____

Approximate number of Attendees: _____

Will people that are affiliated with The Omega Psi Phi Fraternity, Inc. be attending?:

If YES, please explain their affiliation with your organization: _____

Other Equipment and/or Special Needs:

If YES, please explain: _____

GENERAL RULES

- A. There will be NO UNAUTHORIZED ALCOHOL, FOOD or DRINK of any kind allowed in the facility.
- B. You MUST be out of the facility at the scheduled conclusion of your event.
- C. If there is any damage to the facility and/or if the facility is not cleaned properly, the cost of the repairs and/or clean up will be charged to the group.
- D. When needed, an (Omega Psi Phi Fraternity, Inc.) INSURANCE POLICY is required for non-Omega Psi Phi Fraternity, Inc. entities. The PAYMENT for the policy is NON-REFUNDABLE.
- E. Failure to follow these rules may result in the group forfeiting its privilege to reserve the facilities in the future.
- F. The SCFC, LLC and Property Management is **NOT LIABLE** for any charges incurred by the group reserving the facility or injury to a participant or anyone hired for the event by the group reserving the facility.
- G. The Group and its guest(s) agree to abide by all of the policies and procedures of The SCFC, LLC.
- H. If there are damages to the facility, furnishings or it was not cleaned properly (See Cleaning Check-List), the cost of the repairs and/or clean up will be charged to you (the group).

Responsible Party (print/signature):

Name (print): _____

Signature: _____

ID (driver's license/Military Card): _____

Phone (home): _____

Cell/Other: _____

****BY SUBMITTING THIS FORM YOU ARE AGREEING TO THE RULES AND REGULATIONS OF The Super Chapter Fraternity Center, LLC.**

This is a REQUEST form ONLY. If the facility is available WHEN and FOR the use requested, The SCFC, LLC will CONFIRM YOUR RESERVATION AGREEMENT for your review and signature. Please submit this form via E-MAIL to: scfc1911@gmail.com