

# Family Investment Center

## User Form

The Housing Authority of Billings allows the Family Investment Center Facilities at 473 Bunting to be used for events and functions sponsored by the Housing Authority or Resident Council, individuals and groups. In order to use the Family Investment Center, it is necessary that a Housing Authority resident or staff be connected with the group or that the function includes residents. The Family Investment Center may be privately reserved for birthday, holiday, gift parties, family reunions, meetings. Etc.

**A twenty five dollar (\$25.00) user deposit (MUST BE A CHECK OR MONEY ORDER, NO CASH) will be required for any function that does not involve Housing Authority staff or the Resident Council.** This deposit will be returned after the Family Investment Center has been checked and found satisfactory in that there are no damages, it has been cleaned, and the keys have been returned to the Housing Authority.

Contact Person \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
\_\_\_\_\_ Nighttime Phone \_\_\_\_\_

Planned use of Center \_\_\_\_\_

Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Housing Authority Client reference/ connection \_\_\_\_\_

The contact person will held responsible for cleaning, damages and locking up. A check list will be provided for the closing and cleaning procedures. It must be signed and dated by the contact person.

**No alcoholic beverages, drugs, or tobacco products are allowed on the premises.**

If the event is planned after 5:00 p.m. during the week, the family investment Center's keys may be picked up in the Housing Authority's office during normal business hours the day of the function.

If the event is planned during a weekend, the Center's keys may be picked up in the Housing Authority's office during normal business hours the Friday before the function.

By signing below, you and your group agree to accept all liability and responsibility for your function and all those who participate.

\_\_\_\_\_  
Contact Person sign and date

Housing Authority Approval \_\_\_\_\_ Date \_\_\_\_\_

Keys out date \_\_\_\_\_ Deposit received \_\_\_yes \_\_\_ no

Keys in date \_\_\_\_\_ Deposit returned \_\_\_yes \_\_\_ no

(If NO, list damages or cleaning on reverse side and notify contact person of problems and cost)