

# FENCERS CLUB

EST. 1883

*Fencers Club is a 501(c)(3) not-for-profit organization dedicated to the pursuit of excellence through the sport of fencing. We actively support a culture of sharing by performing community services that extend beyond fencing.*

## Space Usage Request Form

*(attach additional sheets as necessary)*

**Instructions:** Please complete and return this form along with any additional required documentation to [info@fencersclub.org](mailto:info@fencersclub.org) or fax to 212-807-6944. All requests must be received at least one week prior to the proposed usage date.

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Cell: \_\_\_\_\_

Proposed Event Date(s): \_\_\_\_\_

Proposed Event Times (including set-up and clean-up): \_\_\_\_\_

Purpose of Space Usage (check all that apply):  Film/TV  Photos  Other (explain)

Do you require use of the entire space? Y N Do you have any special requirements (explain)?

Description/Scope of Project: \_\_\_\_\_

Participating Fencers Club Athlete(s): \_\_\_\_\_

Athlete Rate of Pay (if applicable): \_\_\_\_\_

*Please note that there may be a space usage fee assessed for any organization that uses Fencers Club premises. Fencers Club also requests to be credited in all productions and/or products arising from space usage. Please e-mail [info@fencersclub.org](mailto:info@fencersclub.org) for more information.*

**\*\*Third Party Certificate of Liability Insurance Requirement:** we must receive **TWO** insurance certificates with the following language exactly as presented below BEFORE using our space:

**#1. Certificate Holder:**

"Lexin NY 229 LLC  
c/o EVO Real Estate Group  
1430 Broadway, 20th Floor  
New York, NY 10018"

**#2. Certificate Holder**

"Fencers Club  
229 W. 28<sup>th</sup> Street, 2<sup>nd</sup> Floor  
New York, NY 10001"

**Additional Insured (for both certificates):**

"The following are included as additional insured where required by written contract as respects to liability arising out of the operations of the named insured: Lexin NY 229 LLC, as Owner; Lexin Capital LLC and EVO Real Estate Group, as Agent."

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



COMMUNITY OLYMPIC  
DEVELOPMENT PROGRAM  
FENCERS CLUB

229 W 28TH ST, 2ND FL | NEW YORK, NY 10001 | T: 212.807.6947 | F: 212.807.6944

WWW.FENCERSCLUB.ORG | INFO@FENCERSCLUB.ORG | Fencers Club is a 501(c)(3) non-profit organization