

APPLICANT COMPLETE:

Name/Organization: _____
Address: _____
City, State & Zip _____ Tel. No. _____
Name of Event: _____ Multiple Use Day Wkly Mo.
Purpose/Type of Use: _____
Date(s) From: _____ to _____ Hours of Use: _____ to _____

CONDITIONS FOR USE OF FACILITY

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|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Registration and supervision of the facilities must be by a responsible adult (21 years of age or older). | 7. Users must adhere to rules and regulations governed by City. Failure of adherence may result in forfeiture of deposits held an/or suspension of use. City organized activities shall have priority use over all requests. |
| 2. Tobacco products and any controlled substances are not allowed on property. | 8. Reservation is tentative until Application and Agreement for Use of Facility form is properly completed. This can not occur until insurance certificate and endorsement are provided and application form is approved by the authorized official. |
| 3. Use is confined to the area(s) named in the approved application, with appropriate corridor and lavatory facilities. | 9. Completed applications will be reviewed and notification as to approval will be made as soon as possible. In accordance with City Ordinance No. 18, a Special Event Permit may be required. |
| 4. No materials are to be taped, stapled, glued or pinned to any surface unless designated for such purposes. | |
| 5. If user stores any equipment at the facility, user shall be responsible for providing theft/damage insurance coverage for such equipment. | |
| 6. User must return the facility to its original arrangement and condition (chairs, tables, etc.). | |

FEES AND DEPOSITS

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| 1. Charges based on areas/days indicated on request. | 1. Deposit charge is based on 50% of total rental fee. |
| 2. 2-hour ;minimum includes set-up/take down time. | 2. All deposits must be paid in cash or certified funds. |
| 3. Fee(s) to include tables and chairs, if applicable. | 3. Deposit shall be paid in full at the time reservation is made. |
| 4. Rental fee must be paid by check or cash. | 4. Applicant shall supply cleaning equipment. |
| 5. Total rental fee and deposits due 30 days prior to event; less than 30 days shall require total fee due at the time reservation is made. | 5. If damage to City owned equipment, property or structure, etc. exceeds amount of deposit on hold, user shall be billed for balance of cost to repair or replace damage. This will include additional clean up of facility if required. |
| 6. Changes on an existing application must be submitted in writing 2 weeks prior to scheduled event. | 6. Cleaning deposit refund shall be determined upon site inspection by City personnel. |
| 7. Set-Up/Take Down Fee is \$30 | 7. Key deposit charge is based on area reserved and equipment needed. Deposit shall be a separate refundable key if all keys are returned the first working day after the event. |
| 8. At least 50% of site rental fee is required at time of reservation. | 8. Key Charges: \$50.00 - Front door, Table/Chairs, Kitchen (3) keys; \$100.00 4 keys or more. |
| 9. Cancellation must be made in writing no less than 2 weeks prior to event. Half of total rent fee may be refunded. Notice received less than 2 weeks prior to scheduled event will result in no refund. | |

HOLD HARMLESS AGREEMENT

Facility user hereby agrees to indemnify, defend and hold harmless owner, its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses that may arise during or be caused in any way by such occupancy or use of facilities, but the facility user shall not be liable for any claims, damages, losses and expenses caused by the sole negligence or willful misconduct of the owner.

INSURANCE REQUIREMENTS

Facility user shall provide a Certificate of Insurance evidencing general liability insurance is currently in force with limits not less than \$1 million per occurrence. Additionally, facility user shall provide an endorsement naming owner, its officers, officials, employees, and volunteers as additional insureds.

I have read the rules and regulations relating to use of facilities and accept responsibility for meeting the requirements stated herein.

AUTHORIZED SIGNATURE OF APPLICANT: _____

DATE: _____

