FIRST STREET COMMUNITY CENTER

APPLICATION FOR USE OF BUILDING AND GROUNDS

DATE _____

NAME AND ADDRESS OF ORGANIZATION: _____

_____

_____

_____Profit _____NonProfit

FACILITY REQUESTED: Areas not being rented or requested are off limits.

Gymnasium _____ Classroom _____ Kitchen_____ Other, please list _____

Type of Activity _____ Number Anticipated _____

Date of Activity Requested _____

Request to serve alcohol: YES_____ NO_____

Special designated license for liquor_____

Name of caterer_____

ACTIVITY WILL BE SUPERVISED BY:

Name and Address of Supervisor _____

_____

Telephone Number/Email _____

RESPONSIBILITY: The person whose signature appears on this application assumes full responsibility for building equipment and facilities used and agrees to conform to the regulations as set forth by the director and stated below.

Signed_____

1. Groups are responsible for final cleaning. A charge of $30.00 per hour will be assessed if area rented and/or restrooms are left unsatisfactorily.
2. A holding fee of $300.00 is requested at the time of your reservation. This fee guarantees your date on the calendar and will be returned following your event if there are no damages or extraordinary expenses in cleanup.
3. Other regulations pertinent to the activity, as discussed and agreed upon by the director and supervisor of the organization must be observed.

FEES: RENTAL $ _____

CUSTODIAL $ _____ /HR x _____ hrs = $ _____

TOTAL FEES $ _____ CASH DEPOSIT $_____

APPROVED: YES _____ NO _____ DATE _____

First Street Community Center - Director _____