

**APPLICATION TO USE COMMUNITY CENTER AND/OR
EAGLE SCOUT PARK
GROUP SINGLE USE OR PRIVATE EVENT**

NAME & ADDRESS OF APPLICANT(S):

DATE OF USAGE: _____

TIME NEEDED: _____

PURPOSE OF USE: _____

ESTIMATE # OF PEOPLE: _____

PHONE: _____

DO YOU HAVE KEY TO FACILITY? _____

NEED: KITCHEN..... _____
UPSTAIRS.... _____
DOWNSTAIRS _____

PARK..... _____
PAVILION _____
OUTDOOR BBQ _____

OUTDOOR ELECTRIC _____
GAZEBO..... _____
OUTDOOR RESTROOMS _____

THE UNDERSIGNED/APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

- 1.) A \$100.00 FACILITY USE FEE (NON REFUNDABLE) and a completed application.
- 2.) **No alcohol on the premises.**
- 3.) **Insurance:** Organizations must provide a certificate of insurability to be filed with the Town. All others will provide a copy of the declaration page of their homeowners policy with this application.
- 4.) **Trash:** must be bagged, tied and taken with you. A clean bag is to be placed in the trash can(s).
- 5.) **Cleaning:** Upon exit, the Building and/or Pavilion must be left in the same clean condition as it was found upon entry. Dishes and utensils belong to the Grange and, if used, must be cleaned and put away. Tables and chairs need to be returned to their original positions: 4 tables together on the left side of the room in U shape, black chairs around them; one row of folding chairs in the center of the room facing the Board table; For Pavilion, please clean tables, flat surfaces and sweep floor.
- 6.) **Cooking:** The oven and stove are to be used for warming purposes only in the Community Center. You may bring your own outdoor grill for the Pavilion rental, to use outside.
- 7.) **EXIT CHECKLIST** on the back of the application must be filled out and put in drop box when you leave.
- 8.) Applicant may pick up key to Community Center & Pavilion at the Clerk's office a day or two before the event. Put key in drop box after event along with completed check list. .
- 9.) Additional donations for Community Center use are encouraged.

Signature of Applicant(s):

Acknowledged on: _____ Facility Use Fee Pd. _____

Smithville Town Clerk/Deputy: _____

Custodian release & Date:

Town Clerk/Deputy Signature:

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EXIT CHECK LIST FOR COMMUNITY CENTER:

- _____ Community Center dishes and utensils washed and put away
- _____ Dirty towels placed on wheeled cart next to sink
- _____ Leftover food removed from refrigerator
- _____ Trash bagged, tied and taken with you; clean bag to be put in can
- _____ Tables and chairs returned to original positions; other tables and chairs stored on rack
- _____ Lights upstairs and downstairs turned off
- _____ Fans upstairs and downstairs turned off
- _____ Water faucets turned off
- _____ Both exit doors locked (front entrance and ramp entrance)
- _____ Heat in main room (2 units) and upstairs (2 units) turned back to 55 degrees.
- _____ Date & initial checklist and put in drop box outside Community Center.

DATE: _____ INITIAL: _____



EXIT CHECKLIST FOR PAVILION/PARK:

- _____ Pavilion lights should be turned off
- _____ Wipe down tables, benches, flat surfaces, sweep floors
- _____ Sliding door at counter should be fastened from inside
- _____ Remove any food items, your trash and take it with you
- _____ Make sure outdoor restrooms are clean
- _____ Date & initial checklist and put it in drop box outside Community Center.

DATE: _____ INITIAL: _____