

**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: COMMUNITY CENTER _____ **OR** PAVILION _____
 UPSTAIRS.... _____ GAZEBO..... _____
 DOWNSTAIRS _____ OUTDOOR BBQ _____
 KITCHEN _____ OUTDOOR ELECTRIC _____

THE UNDERSIGNED/APPLICANT AGREES TO THE FOLLOWING CONDITIONS:

- 1.) A \$40.00 FACILITY USE FEE (NON REFUNDABLE) FOR COMMUNITY CENTER **OR** PAVILION
Both the Community Center and Pavilion may be rented the same day to the same person for \$50.00.
- 2.) A \$75.00 SECURITY DEPOSIT, refunded upon the terms and conditions stated on this application and by signed release from the Community Center Custodian within one month of use. If there is damage to the property that is over \$75.00, the deposit will not be returned and the applicant will be billed for any remaining damage over the balance of the deposit.
- 3.) **No alcohol on the premises.**
- 4.) **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.
- 5.) **Trash:** must be bagged, tied and taken with you. A clean bag is to be placed in the trash can(s).
- 6.) **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: Please do not move the large Town Board table. For Pavilion, please clean tables and sweep floor.
- 7.) **Cooking:** The oven and stove are to be used for warming purposes only.
- 8.) **EXIT CHECKLIST** on the back of the application must be filled out and put in drop box when you leave.
- 9.) Applicant may pick up key to Community Center & Pavilion at the Clerk's office the day before the event. Put key in drop box after event along with completed check list. If key is not returned, deposit will be forfeited. Deposit will be returned when the Custodian signs the application.
- 10.) Additional donations for Community Center use are encouraged.

Signature of Applicant(s):

Acknowledged on: _____ Facility Use Fee Pd: _____
 Deposit received: _____ Insurance Received: _____

Smithville Town Clerk/Deputy: _____

Custodian release & Date: _____
Deposit returned: _____
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: _____

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EXIT CHECKLIST FOR PAVILION/PARK:

- _____ Make sure electric is off inside the Pavilion and at outside pole
- _____ Empty refrigerator, unplug, and leave door open
- _____ Sliding door at counter should be fastened from inside
- _____ Remove your trash and take with you
- _____ Date & initial checklist and put it in drop box outside Community Center.

DATE: _____ INITIAL: _____