VOP VILLAGE OF PERRYSVILLE

APPLICANT INFORMATION

NAME OF APPLICANT / ORGANIZATION:	PHONE NUMBER:	CELL NUMBER:	
ADDRESS:	CITY:	STATE:	ZIP CODE:
PRIMARY CONTACT PERSON (IF DIFFERENT FROM ABOVE)	PHONE NUMBER:	CELL NUMBER:	

RESERVATION INFORMATION

EVENT DESCRIPTION:

DATE(S) REQUESTED:	TIME:	IS THERE IS A CHARGE TO ATTENDEES?	DOES YOUR ORGANIZATION CARRY LIABLILITY INSURANCE?
	AM ☐ ____ PM ☐ TO AM ☐ ____ PM ☐	☐ YES ☐ NO	☐ YES ☐ NO

RENTAL FEE: ☑ $35 Make Check Payable to: Village of Perrysville

COMMUNITY CENTER RENTAL AGREEMENT

1. Alcoholic beverages and gambling are prohibited on the premises
2. Smoking is not permitted inside the facility
3. Use of tape or tacks (or displaying of any sort) on the walls is prohibited.
4. Hours of availability are from 6:00 am to 11:00 pm.
5. Applicants charging for profit are required to pay 10% to the Village

APPLICANT MUST AGREE TO OBSERVE THE FOLLOWING REQUIREMENTS

- To pick up / discard all trash - DO NOT dispose of in the dumpster behind the building
- To accept the premises in its present condition, sweep & mop floors at the close of your event
- To reimburse the Village for any damage to the building, premises, or equipment
- To indemnify the Village of Perrysville and its member or agents against all liability to person or property
- To put away all of the tables and chairs
- To turn off all lights, and return heat/air to reasonable setting
- To vacate the premises on the scheduled time
- To lock the doors and return the key in the water bill box or to the Fiscal Officer promptly

FAILURE TO COMPLLY

Failure to comply with these guidelines may result in further action.

APPLICANT SIGNATURE

By my signature affixed below, I agree to comply with the guidelines and conditions of use, and certify that the information submitted is true and accurate to the best of my knowledge. I understand that my request for use of the Community Center may be denied, and understand further that failure to abide by the rules and regulations may result in revocation of permission to use the facility. I also agree to indemnify, defend and hold harmless the Village of Perrysville, their officers, and employees from any and all claims, liabilities, damages, attorney fees and or costs directly related to use of the Community Center and grounds. I understand that failure to return the facilities to their original condition may result in additional charges.

_____ _____

Applicant Signature Date

OFFICE USE ONLY

DATE RECEIVED:	PAID: ☐ CASH ☐ CHECK # _____	
COMMENTS:		

COMMUNITY CENTER RULES AND REGULATIONS

THE RENTER AGREES TO:

No attaching signs or posters to the walls, this can damage the walls

No tape or tacks on the walls, this can also damage the walls

Use only the community room, kitchen, facilities, and restrooms

No alcoholic beverages on the premises

No gambling on the premises

The floors are to be swept and mopped after your event is over (There is cleaning supplies in the closet to right as you come through the double doors)

All trash is to be collected from the refuse containers and remove from the premises. (The dumpster behind the Village building is NOT owned by the Village please do not put your trash in it)

Return all Village property to the designated areas and storage places

To accept the premises in its present condition and return it to its like condition.

Vacate the premises on the scheduled time

To reimburse the Village for any damage to the building premises or equipment

Indemnify the Village of Perrysville and its members or agents against all liability to persons or property on the premises.

Please do not forget to return the key for the building in the drop box at 120 N. Bridge Street and please make sure it is in the envelope.

Date:_____ Signature:_____