

APPLICATION FOR PERMIT FOR USE OF LOCKLAND RECREATIONAL HALL

Name of Applicant: _____ Phone: _____
Address: _____
Name of Group/Organization if applicable: _____
Signature of above name: _____ Date: _____

Please write the date, time and estimated attendance for which the recreation hall is being requested.
(Maximum capacity of the hall is 110 occupants.)

Date: _____ Time: _____ Estimated Attendance: _____

Fee Schedule: (check one)

_____ \$50 deposit and \$125 rental fee for residents per day.

_____ \$50 deposit and \$175 rental fee for non-residents per day.

_____ \$50 deposit and \$25 per day for non-profit organizations Monday through Thursday

_____ No charge for Village functions

Release of Liability

Permit Holder does hereby release the Village of Lockland from any and all responsibility for any accident or injury suffered by Permit Holder and/or Permit Holder's guests while using the Village of Lockland's facility as permitted herein. This release applies to, but is not limited to, condition of the facility or parking lot.

YOU MAY ONLY HAVE ACCESS TO THE HALL ON THE DATE OF RENTAL (NO EXCEPTIONS). KEYS MUST BE RETURNED ON THE SAME DATE OF RENTAL UPON CLEAN-UP. KEYS MUST BE PLACED IN THE VILLAGE DROP BOX.

I understand and agree to this: _____
Signature of Applicant Date

I have read and understand the rules and regulations pertaining to the use of the Recreation Hall and agree that they will be honored and enforced by myself, group, organization, participants, spectators that I am associated with while using the permitted facility.

Signature of Applicant: _____ Date: _____

Permission is hereby granted to: _____ for use of the Lockland Recreation Hall as defined herein.

Approved: _____ Date: _____
Village Administrator

Key issued to Permit Holder by: _____ Key # _____

Payment of \$ _____ paid on _____ by Credit Card Cash Check

You must be at least 21 years of age to rent this facility.

Facility must be used by the individual, group or organization that has requested the facility.

The Village Administrator has the discretion to deny use of the facility.

The permit is good only for the dates and times listed on the permit. Permit holder must keep the permit with them at all times while occupying the premises. The permit is a license and remains the property of the Village of Lockland. It may be revoked by the Village or its agents for violation of any of the rules and regulations, or for any other just cause.

No admission, parking or other fees may be charged by the permit holder for this event unless approved by the Village Administrator.

The Village of Lockland reserves the right to require the user to furnish liability insurance in a specified amount in conjunction with the user's use of the facility.

Payment in full is due at the time of application. Use of a credit card is preferred. The \$50.00 deposit will be held until an inspection of the facility has occurred and a determination made that the Permit Holder had adhered to the rules and regulations. If the deposit is to be returned a check will be mailed within 5 business days of the use of the facility. To reschedule or receive a refund, the permit holder must notify the Village at least 7 days prior to the date of the event.

There will be a \$40.00 charge for returned checks.

Ordinance 648.10 prohibits loud noises.

The permit holder can obtain a key from the Administrative office on the day of the event only, or previous business day if scheduled for a weekend.

The permit holder is responsible for returning the key to the Village by depositing it in the lock box located on the side of Town Hall immediately upon ending the event. Failing to return the key in a timely manner will result in forfeiture of the entire deposit made for the facility.

Upon completion of the event, the permit holder should complete and return (the day or night of the event, keeping in mind someone else may be using the facility the next day) and attached checklist verifying that the facility has been cleaned by the permit holder and left in good condition. Any violations will result in the loss of the deposit. If damage costs exceed the amount of the deposit, the Village reserves the right to bill the permit holder and prohibit user from future use of the facility.

If permit holder affixes decorations, signage, etc. by any means to the walls, ceilings, fixtures, etc. Permit holder will be financially responsible for any damage to the same. Failure to do so will result in the loss of the deposit. If damage costs exceed the amounts of the deposit, the Village reserves the right to bill the permit holder and prohibit the user from future use of the facility.

No unusual, illegal or hazardous decorations, confetti, glitter, etc. are permitted in the facility.

Permit holder, should not attempt to change the temperature setting on the HVAC system. In order for the air conditioning systems to work properly, the doors should not be propped open during events.

Lockland Recreation Hall Maintenance Check List

Permit Holder: _____

Date and Time of Recreation Hall use: _____

| | Yes | No | Comments |
|--|-------|-------|----------|
| Decorations have been removed | _____ | _____ | _____ |
| The floor has been cleaned | _____ | _____ | _____ |
| The restrooms are clean | _____ | _____ | _____ |
| The food tables have been cleaned | _____ | _____ | _____ |
| The garbage has been taken put to the cans at rear of lot | _____ | _____ | _____ |
| The table/chairs are back in original locations | _____ | _____ | _____ |
| All personal items have been removed | _____ | _____ | _____ |
| The cleanup tools have been put away | _____ | _____ | _____ |
| The lights are off | _____ | _____ | _____ |
| The outside area has been picked up | _____ | _____ | _____ |
| The door is locked | _____ | _____ | _____ |
| Inventory of Cleanup tools includes: | | | |
| _____ broom | _____ | _____ | _____ |
| _____ push broom | _____ | _____ | _____ |
| _____ dust pan | _____ | _____ | _____ |
| _____ large trash bags | _____ | _____ | _____ |
| _____ bucket | _____ | _____ | _____ |
| _____ mop | _____ | _____ | _____ |

FOR OFFICE USE ONLY:

Recreation Hall Inspected by: _____ Date: _____

Comments: _____