

TRUMBULL COMMUNITY CENTER

Trumbull, Nebraska 68980

Application for Use of Facility

Organization:

Briefly describe the activity for which the facility is needed:

Chairman or Person Who Will be in Attendance:

Name and Address:

Home Telephone #: _____

Work Telephone #: _____

Type of Organization:

Facility Requested: Shop Museum Room Community Room Gym/Stage Kitchen

A Rental fee of \$_____ (including applicable sales tax) and a deposit of \$250 (or \$500 with alcohol usage) must be made before receiving a key to use the facility. Please write two separate checks. The deposit check will be returned upon the return of the key and inspection of the premises showing satisfactory compliance with the below mentioned regulations. Any damage over deposit amount is responsibility of the party that has rented facility.

Dates Wanted (If extended period, list start and finish dates):

Hours: _____ to _____ Estimated Attendance: _____

Admission Charge: \$ _____

Will the chairman or representative be in attendance at all times? Yes _____ No _____

If no explain who will be in charge in his/her absence.

◆Initial the appropriate line:

_____ This organization has liability insurance to cover our group.

_____ The undersigned release(s) and discharge(s) Trumbull Community Center including all employees, volunteers, officers and Board members from any injury and all damage of any kind or nature that may be occasioned while utilizing the contracted facility.

1. Smoking is prohibited in the building of the Trumbull Community Center.
2. There shall be no unlawful selling, use, possession or dispensing of alcohol, narcotics, drugs or other controlled substances in the facilities or on the Trumbull Community Center grounds. Section 53-186 of the Nebraska Liquor Control Act prohibits the use of alcoholic beverages in or on the premises if sold, served or consumed at any public function. Alcoholic beverages may be consumed (not sold) at private parties not open to the general public.
3. Rooms are to be left as you found them.
4. Chairs and tables are to be put away.
5. Floors are to be swept and mopped as needed. Flush toilets and urinals.
6. Trash needs to be placed in dumpster outside. Additional trash bags can be found in the kitchen or custodian's room.
7. The applicant is held responsible for the preservation of order.
8. Trumbull Community Center assumes no responsibility for properties left on the premises by the applicant.

9. Displays, exhibits or equipment set ups will not impede access to gym, rooms or the kitchen. The applicant acknowledges that persons may need access to various areas of the building during the scheduled event or activity. The applicant will ensure that such requests are facilitated.
10. Facilities used by the applicant will be examined carefully after use and the applicant agrees to make good promptly any loss or damage occurring during the applicant's use.
11. The right to revoke a permit at any time is reserved by the Trumbull Community Center authorities.
12. Kitchen equipment and facilities will be available when specifically requested. If kitchen facility use is requested please refer to the attached check list for proper procedure when leaving the facility.
13. In the event electrical equipment or any type of equipment that requires some special knowledge is used in conjunction with the facility, special arrangements must be made in advance.
14. A custodial fee will be assessed if necessary and/or replacement cost charged for missing dishes, utensils, and equipment.
15. Center equipment and materials generally will not be available for use by outside organizations (basketballs, volleyballs, kitchen equipment, audio/visual equipment, etc.)
16. Upon leaving, shut off all lights except entry way, turn down heat to 55 and lock doors and make sure they are secure.
17. No animals are allowed inside the building.
18. No scooters, bicycles, skateboards or other wheeled vehicles are allowed inside the building.
19. Facility is equipped with security cameras and remote monitoring to assist with building management. This is acknowledged with your acceptance of the agreement.

Responsibility Accepted by: _____
Organization Chair

Date:

Facility Use Approved by: _____ Date:
Center Official

Keys Pick-Up:
 Date

Facility Inspection After Use

Keys Returned:
 Date

Gym Inspected by: _____ Date:
Notes

Kitchen Inspected by: _____ Date:
Notes