

TRUMBULL COMMUNITY CENTER

511 Vernon Street, P.O. Box 71, Trumbull, Nebraska 68980

Mail to: Dawn Zabel, 31940 Road B, Inland NE 68954. (dzabel5@hotmail.com, 402.604.0327)

Application for Use of Facility (11/9/2017)

Renter: _____ Date form completed: _____

Address: _____

Phone: _____ Email: _____

Person responsible who will be in attendance: _____

Phone: _____ Email: _____

Type of Event: _____ Number of Expected Guests: _____

Space Requested: Community Room__ Gym/Stage__ Kitchen__ Museum Room__ Shop__

If kitchen is checked, will stovetop and ovens be used?__ If so, how many ovens (0-4)? __

See space descriptions and rental fee schedule on trumbullcommunitycenter.com.

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 damages over the deposit amount is responsibility of the party that has rented facility.

Event Date(s) Requested: _____ Hours: _____ to _____

Requested Setup Time: _____ Hours: _____ to _____

Requested Cleanup Time: _____ Hours: _____ to _____

Setup and Cleanup times will be subject to facility availability. Rent may be charged depending on duration.

Will you charge admission for your event? Yes ____ No ____ Admission Charge: \$_____

Will the person responsible listed above 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.

I accept the terms of this agreement including the Trumbull Community Center Usage Agreement, and the Alcohol Use Form (as applicable).

Responsibility Accepted by: _____ Date: _____
Renter / Organization Chair

Facility Use Approved by: _____ Date: _____
Center Official

TCC Use only: Key# Assigned/Date _____ Date Returned _____

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Alcohol Use Form (11/9/2017)

- Private invitation only events may serve alcohol only inside the Trumbull Community Center buildings. Do not allow your guests to take drinks outside of the designated areas. All beverages must be served in cans or disposable cups. Events with invitations over 75 persons must apply for a Special Use Permit from the Nebraska Liquor Commission.
- Responsible adults must serve the alcohol and must be aware of the liability of serving alcohol to your guests. It is a violation of law to allow or otherwise permit minors to consume alcoholic beverages. If minors are served or otherwise allowed to consume alcoholic beverages within the Trumbull Community Center, the entire deposit shall be forfeited and such violations will be reported to the Clay County Sheriff.
- **The Sheriff's office may be notified of events where alcohol is present and may be conducting routine checks during the duration of the event.**
- The undersigned must take responsibility of the actions of persons and guests attending the event, without limitation, and shall take reasonable steps to prevent of control acts which may result in bodily injury or property damage.
- *No beer bottles or kegs are allowed.*
- A security deposit of \$500 is required for events allowing alcohol.

Responsibility Accepted by: _____ Date: _____
Renter / Organization Chair

Trumbull Community Center Usage Agreement (11/9/2017)

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, subject to the terms of the Alcohol Use Form (dated 11/9//2017).
3. When you unlock the door, you are responsible for the security of the building. We recommend locking the door while you are inside. Children must be accompanied and supervised.
4. Rooms are to be left as you found them.
5. Floors are to be swept and mopped as needed. Flush toilets and urinals.
6. Trash must be placed in the dumpster outside. Additional trash bags may 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.
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 items missing, such as dishes, utensils, or equipment.
15. Center equipment and materials generally will not be available for use by outside organizations (basketballs, volleyballs, audio/visual equipment, etc.)
16. Before leaving, shut off all lights except entryway, turn off air conditioning in classrooms, turn heat down in classrooms and on the stage to 55°, check exit doors to ensure bars are securely in place, and lock south entry door.
17. No animals are allowed inside the building.
18. No scooters, bicycles, skateboards or other wheeled vehicles are allowed inside the building.
19. The facility is equipped with security cameras and remote monitoring to assist with building management. Your signature on the rental agreement is acknowledgement of your acceptance of camera monitoring.