

APPLICATION TO RENT FACILITIES

Organization Name _____ Date of Application _____
Representative _____ Home Phone _____
Address _____ Work Phone _____
Organization President _____ Phone _____
Building Requested _____ Area (s) _____
Date(s) Requested: Single Date _____ Day of Week _____ Hours _____
More than one date: Day(s) of Week _____ From _____ to _____ Hours _____
Type of Activity _____ Special Equipment Requested _____
Expected Attendance _____ Admission _____ Proceeds to be used for _____

TERMS OF AGREEMENT

1. Organization/Renter agrees to save and hold harmless the Town of Fortville, Indiana, its employees, agents, members, contractors, from any and all claim for bodily injury or property damage arising out of the organization's usage of the above facilities and agrees to indemnify the Town of Fortville, Indiana for any and all costs, attorney's fees, or expense incurred in defending any claim for bodily injury or property damage arising out of the organization's usage of the above property, including within the context of organization any member, guest, or invitee or the organization upon the subject premises. Approval of this Application may be conditioned upon evidence of liability insurance protecting the Town of Fortville, Indiana, with limits specified by its Town Manager.
2. Organization/Renter agrees that its representatives will be present throughout the dates and hours of usage and will be responsible for insuring proper conduct of all members, guests, or invitees of the organization as well as proper care for the facilities rented and for enforcement of regulations of the Indiana State Fire Marshal, and the Ordinances of Hancock County, Indiana, with respect to *No Smoking*.
3. Beverages containing alcohol are prohibited.
4. Organization/Renter agrees that no signs, displays, or materials will be attached to, or nailed to floor, walls curtains, woodwork, grounds, drives, etc., without the expressed approval of the Town Manager in writing.
5. Organization/Renter agrees that any vehicles on the subject premises due to the organization's use of the facilities will only be parked in designated and approved parking areas.
6. Organization/Renter, through its officers and designated representatives, agrees that prompt and full payment for any damage or loss to the subject premises will be made within ten (10) days of notification by the Town Manager.

7. Rental deposits must be paid at the Fortville Municipal Building at the time of reserving the shelter or community center. Failure to abide by this rule will forfeit the reservation date. This money will be refunded as stated in rule 10-j.
8. **Cancellation policy:** No refunds will be given if reservation is not cancelled at least 2 weeks prior to reservation date unless a) the shelter house or community center can be re-rented, or b) extreme weather causes cancellation.
9. Rental fee must be paid when the key to the shelter house or community center is picked up during normal business hours (8 am to 4 pm M-F) at the Fortville Municipal Building. They key may not be picked up more than 2 business days prior to the rental date.
10. Additional Shelter House/Community Center Rules:
 - a. Magic tape or painters tape **ONLY** may be used to put up decorations or signs. **No** decorations are to be put on ceiling. **DO NOT LIFT CEILING TILES TO TUCK STREAMERS ETC. UNDERNEATH THEM.** Ceiling tiles will break and the renter will be held responsible for the damage. The use of tacks and/or nails is prohibited. All decorations and signs must be removed when leaving.
 - b. **ABSOLUTELY NO ALCOHOL USE OR SMOKING IS PERMITTED**
 - c. The thermostat shall be returned to the original setting when leaving the building.
 - d. Tables and chairs must be returned to the proper storage places.
 - e. No food shall be left in the refrigerator or freezer.
 - f. Windows and/or doors shall be closed and locked when leaving.
 - g. Kitchen shall be cleaned (if used)
 - h. Floors shall be swept.
 - i. All trash shall be removed from the restrooms and other containers and deposited in the containers **OUTSIDE** of the building (shelter house).
 - j. The key shall be returned within 24 hrs of use to the office or water payment drop box at the Municipal Building during regular business hours. At this time if all rules stated above have been followed and the shelter has been inspected by Town personnel and is in satisfactory condition the deposit will be mailed to the renter by the Clerk-Treasurer.
11. The undersigned agrees to pay to the Town of Fortville, Indiana, for rental and usage of the subject building as set forth on the next page:

Shelter House:

- _____ \$50.00 + tax from 10:00 a.m. to 5:00 p.m. with \$100.00 deposit
- _____ \$50.00+ tax from 5:00 p.m. to 10:00 p.m. with \$100.00 deposit
- _____ \$75.00 + tax from 10:00 a.m. to 10:00 p.m. with \$100.00 deposit

Room B of Fortville Community Center (without kitchen):

- _____ \$35.00 + tax per hour for _____ hours with \$100.00 deposit
- _____ \$125.00 + tax for 4 hours with \$100.00 deposit

Room B of Fortville Community Center (with kitchen):

- _____ \$60.00 + tax per hour for _____ hours with \$100.00 deposit
- _____ \$200.00 + tax for 4 hours with \$100.00 deposit

Gymnasium of Fortville Community Center:

- _____ \$50.00 + tax per hour for _____ hours with \$100.00 deposit
- _____ \$175.00 + tax for 4 hours with \$100.00 deposit

Gymnasium of Fortville Community Center (with kitchen):

- _____ \$75.00 + tax per hour for _____ hours with \$125.00 deposit
- _____ \$250.00+ tax for 4 hours with \$125.00 deposit
- _____ \$500.00 + tax from 10:00 a.m. to 10:00 p.m. with \$250.00 deposit

Representative's Signature _____

Organization _____

APPROVAL:

Representative, Town of Fortville, Indiana

DATE _____