

TOWN OF ARMSTRONG CREEK

MUNICIPAL BUILDING
APPLICATION FOR USE

APPLICANT INFORMATION

Name of Group or Individual _____

Contact _____

Address _____

Telephone Number _____ Email address _____

SCHEDULING INFORMATION:

Date of Requested Use _____

Hours of Requested Use _____

Purpose _____

Estimated Number of People _____

Setup Required (rectangular tables seat 8) _____

FACILITY REQUESTED

Small Conference Room

Community Room

Kitchen

Pavilion

LIABILITY AGREEMENT

I _____, on behalf of _____, hereby understand and agree that as the user/rental of a room or rooms in the Armstrong Creek Community Center for whatever purpose, I assume any and all risk of injury to myself or others, and/or physical damage to any property belonging either to myself or to others, arising from, or as a result of, my use of premises of the Armstrong Creek Community Center, including any and all risk of prosecution, injury or property damage arising from the serving of liquor, alcoholic beverages, or fermented beverages. I, further agree that I will make no claim for damages or compensation whatsoever against the Town of Armstrong Creek, Board members, or Employees and I agree to indemnify & and save the Town of Armstrong Creek, Board Members or Employees harmless of and from liability not due to their negligence for loss or damages of any kind; however sustained by me, my agents, employees, representatives or invitees.

I _____, hereby state that I have the authority to sign this Agreement on behalf of _____ to bind such sponsors to such Agreement By my signature I acknowledge the policies and procedures established for use of the facility by the Town of Armstrong Creek.

Event or Organization _____

BY _____ Date _____

1. AVAILABILITY (ALL EVENTS MUST BE SCHEDULED)

1. All events must be scheduled with Howard Young at 920-737-1163 or howardyoung@aol.com
2. Town sponsored programs or meetings including nutrition site programming shall have priority use of the Municipal Building.
3. For-Profit activities are allowed at the discretion and direction of the Town Board.
4. Recurring activities (weekly, bi-weekly, monthly) must be scheduled in advance with Howard Young at 920-737-1163 or howardyoung@aol.com.
5. Your intended hours of usage must be made available to the Howard Young for scheduling purposes and notice given of any cancellations of prescheduled meetings.

n. ALCOHOLIC BEVERAGES

1. Bona-fide clubs and organizations that wish to serve alcoholic beverages at a public gathering must apply for a Picnic License from the town of Armstrong Creek Clerk.
2. Private events do not require an alcohol license. The event must not be open to the public and no costs or fees can be charged to the attendees.

111. DECORATIONS

1. Candles in a semi-enclosed container (such as a votive) may be used if carefully monitored.
2. Nails, tacks, or staples may not be driven into any walls, ceilings, floors or woodwork of the center.
3. Colored crepe paper may be used if the color does not bleed. Any additional cleaning costs due to dye stains will be charged to the user.
4. The user must remove decorations before leaving the center.

IV. GENERAL PROVISIONS

1. NO SMOKING IS PERMITTED IN BULDINGS (A container is provided on the entrance to the hall for cigarette butts).
2. The inside and outside of the Community Center should be as clean as the way it was when you arrived. This includes the bathrooms
3. Set up and take down of tables, chairs shall be done by Town personnel only. Meet with Town personnel for set up arrangements. When moving tables lift, do not slide.
4. Key may be picked up from Don Chitko on day before reservation and must be returned the next business day after usage.

5. The individual or group using or renting the center is responsible for the actions of their guests or members while in the center or on the grounds. Children should be monitored at all times. No playing in bathrooms or halls.

V. CLEANNG RULES

1. All kitchen utensils must be washed, sanitized, dried and returned to the proper storage areas.
2. Appliances including refrigerator, stove (oven, burners, grill) must be scoured and wiped clean after every use.
3. All food spills must be removed and washed clean, this includes but is not limited to cabinets, refrigerators stoves and ovens.
4. Sinks must be cleaned and wiped dry.
5. Counter tops and tables must be protected with hot pads when serving hot dishes. Counter tops and tables must be cleaned and wiped dry following use..
6. Kitchen, main room, halls and bathrooms must be swept following use.
7. All garbage must be in plastic bags and placed in shed on south side of building.
8. All recyclables must be placed in plastic bags.
9. No Town of Armstrong Creek property is to be removed from the building.
10. Clean up must be within 12 hours of the rented date or before 9 A.M. the following day if another use is scheduled for that day.