Village of Carthage Recreation Building Use

TERMS AND CONDITIONS

- No one group may have use of the recreation facility so often that they exclude other groups.
- Public use of the facility shall not interfere with or take precedence over the Village's own needs for the facility.
- Advertising of an event or activity scheduled for a Village owned facility must identify the sponsoring group.
- Activities will be scheduled through the Village of Carthage office. The Village of Carthage requires a completed, signed contract for each use.
- When the key is returned, all terms have been honored, and room is in acceptable condition, the deposit will then be refunded. The contract states possible charges to the deposit. The removal of ALL TRASH/GARBAGE and preservation of order is the responsibility of the applicant.

RENTAL FEES

The VILLAGE OF CARTHAGE reserves the right to waive fees for the non-profit organizations and/or Village sponsored functions. An advance deposit of $50.00 is required to reserve the building.

1-4 Hours	**$50.00**
4-8 Hours	**$75.00**
Kitchen Stove Use ADDITIONAL	**$10.00**

CONTRACT FOR USE OF THE RECREATION BUILDING

REQUESTER'S INFORMATION

Name: _____

Organization: _____

Address: _____

_____

Phone: _____

EMail: _____

Purpose: _____

_____

Date(s) Requested: _____

Signature: _____

I agree to (initial by every line):

_____ FEES: ☐ 1-4 Hours, $50.00 ☐ 4-8 Hours, $75.00
☐ Additional $10.00 charge if kitchen stove will be used.

_____ Key is to be returned the next working day. A fee of $25.00 is imposed for failure to return key.

_____ If application is made in the name of an organization, person signing is authorized to do so and will be personally responsible for full compliance with the terms hereto.

_____ NO ALCOHOLIC BEVERAGES are allowed on the premises. Permission for alcoholic beverages may be granted by the Village Board and Police Chief.

_____ NO GLASS CONTAINERS allowed at the park or recreation building.

_____ NO SMOKING anywhere within the building. The Parking Lot is the only designated smoking area.

_____ PARKING is available in designated parking area.

_____ The building will be PICKED UP, CLEANED, and returned to ORIGINAL STATE before the key is turned in.

_____ Removal of ALL TRASH/GARBAGE will be the responsibility of the applicant.

_____ Requester will assume full responsibility for all persons present and for any damages of loss that occurs to the building or its contents during the requested time.

_____ Requester will indemnify Village of Carthage from any/all injury or damage claims of whatever nature.

_____ Resetting THERMOSTAT as prescribed, Turn LIGHTS OFF and LOCK All Doors, and Return of Key issued, when all terms have been honored, and room is in acceptable condition, the deposit will then be refunded. The contract states possible charges to the deposit.

VILLAGE OF CARTHAGE SECTION

APPROVAL

Approved by: _____

Deposit Received by: _____

Date: _____ ☐ Cash / ☐ Check: _____

Rental Fee Received by: _____

Date: _____ ☐ Cash / ☐ Check: _____

REFUND

This section below is to be filled out AFTER THE BUILDING HAS BEEN RENTED and if any or all of the deposit is refunded back to the requester.

Amount Received by Requester: _____

Date: _____

Method of Refund: ☐ Cash ☐ Requester's Check Back ☐ Village Check

Requester's Signature: _____

Note: A designated person from the Village of Carthage will inspect the bathrooms and the building before any or all of the deposit is refunded.