

Facility Reservation Request Form

Name/Organization:	
Address:	
Email Address:	
Cell Phone Number:	
Home Phone Number:	

Event Description

(Senior Room not available for rental.)

Number of Attendees:	
Amenity Requested:	
Purpose of Event:	

Date/Usage Times

(Setup/Clean up times must be included in usage time)

Date(s):			
Start Time:		End Time:	

Facility Rental Rate

(Full Day Rental: \$60)

Date Payment Received:	
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ADDITIONAL REQUESTS AND COMMENTS

Please turn the sheet over, waiver must be signed and dated on the back.



HAMBLLEN TOWNSHIP CIVIC LEAGUE INC.
HICKORY RIDGE COMMUNITY CENTER

DEFINITIONS:

THE FACILITY: Any/all Community Center property.

THE BOARD: Hamblen Township Civic League Board and /or their designated representative.

TERMS AND CONDITIONS OF USE: The policies, rules, and guidelines of the Hamblen Township Civic League Board.

TERMS AND CONDITIONS:

It is understood that no person, group, or organization has any vested right to the exclusive use of Community Center property. The use of the FACILITY is subject to availability and approval by the BOARD, and subject to the RULES.

Renter agrees that no alcohol or tobacco products will be used at the facility. All payments requests, and paperwork related to it must be received by the Board before the requested usage date. It is understood that Board sponsored activities have priority over all other activities and this permit is subject to cancellation in the event of an emergency.

Renter(s) agrees that reservation payments are not refundable if the event is cancelled by Renter(s) less than 24 hours before the event.

If a facility rental permit is granted, the renter(s) agrees to be responsible for any accidents or injuries sustained by any person attending or participating in their programs or events held at the community center facilities, and to be responsible for replacement in case any damage or loss is incurred. The renter(s) agrees that they shall be held fully and solely responsible for any and all damages and/or missing equipment or effects of community center property incurred during their event.

Renter(s) agrees to leave the facility in a clean and safe condition, to remove all trash from the premises and to ensure that lights are turned off and all exterior doors are locked when leaving the facility. Failure to comply with these requirements will make the Renter(s) ineligible to rent to our facility in the future.

Renter(s) agrees to indemnify and hold harmless the Board, its officers, employees, service providers, and agents against and from any and all liability and damages to the property of and/or injury to and/or death of any person or persons arising out of, connected with, or resulting from the use of the facility, including, but not limited to, liability arising out of, connected with, or resulting from acts, omission, negligence, or alleged negligence of the Board, its officers, employees, service providers, and agents in connection with the use of the facility during their event.

All users agree to adhere to the Rules, applicable federal, state, and local laws, and any specific guidelines outlined by the Board. The undersigned hereby acknowledge receipt of the Rules.

I have read the Terms and Conditions, and as representative of the group making this request, I agree to abide by these terms.

Signature of Renter or Authorized Representative

Date Signed

Printed Name of Renter or Authorized Representative

Signature of Board Member/Representative

Date Signed

RENTAL INSTRUCTIONS

Please observe that our building is SMOKE FREE and that NO alcoholic beverages are allowed on the premises!

The renter is responsible for leaving the facility in a clean and safe condition. For your convenience we have included a cleaning checklist below. If the following cleaning procedures are not performed, you may be DENIED future use of the facility.

In case of emergency or questions during your event please contact:

- Teresa Brock, 812-371-0525 or Kevin Patrick, 765-346-4642

Location of cleaning supplies, equipment, etc.:

- Extra supplies of toilet paper, trash bags, and paper towels are in the double door utility closet in the Dining room area.
- Cleaning products are located under the kitchen sink, double door utility cabinet or closet in the Dining room area. Brooms, dustpans, mops, buckets, and vacuum are in the Dining room area closet.
- Dishcloths and towels are in a plastic bin near the Kitchen sink.

Cleaning tasks to complete before departure:

OUTDOOR TASKS:

- Any outdoor areas used should be checked for trash.
- Any outdoor equipment moved should be put back in its original location.

BUILDING TASKS:

- Wash and dry any of our facilities dishes, utensils, cookware, etc. you use. Ensure they are put back in their original location.
- Wipe down kitchen sinks and counters with disinfectant.
- Put all trash into proper containers. Recycle containers are provided for your use in the Dining room area. **Only trash MUST be taken with you at the end of your event.**
- For areas you have used, sweep and mop floors (vinyl floors in the Kitchen and Dining room area should be mopped using a vinegar and water solution), wipe off tables and chairs.
- Return any tables and chairs moved back to their original location.
- Vacuum area rugs in Kitchen and Dining area.

Continues on back



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- Ensure all toilets used have been cleaned and flushed.
- Ensure all lights are turned off.
- Ensure all faucets have been turned off.
- Put all used dishcloths and towels in plastic hamper in Kitchen.
- Ensure that all exterior doors have been closed and locked.

Once you have completed the list of items above, please exit the building through the Dining area door and make sure it closes behind you!

We hope you enjoyed using our facilities for your event and want to thank you for leaving the Community Center in the same clean and safe condition!

Warmest Regards,

The Hamblen Township Civic League Board and Trustees