

The City of Green Park



Application Date: _____

Permit No.: _____

Fee: _____

-- COMMUNITY ROOM LICENSE APPLICATION --

This application is a request to reserve the Community Room for the time and date requested. All requests should be submitted a minimum of fourteen (14) days in advance of the requested time and date. The Community Room may not be used for fundraising or promotional uses. This application is not an agreement and creates no right to use the Community Room. The City of Green Park reserves the right to refuse any Community Room reservation request.

Use Fees:

Resident¹: \$15/hr
 Commercial Resident¹: \$20/hr
 Damage Deposit: \$100

1. Two (2) hour minimum.

HOURS:

Monday – Friday¹: 9:00am – 11:30pm
 Saturday & Sunday: 9:00am – 11:30pm

1. Uses between 9:00am & 5:00pm are limited to those that will not impact and/or effect City Hall operations.

Information Concerning Licensee:

Name: _____

_____ Address _____ City _____ State _____ Zip Code _____

() _____ () _____
 Phone Number Fax Number Email Address

Mailing Address (If different than above)

_____ Address _____ City _____ State _____ Zip Code _____

() _____ () _____
 Phone Number Fax Number Email Address

Name of Business or Organization: *(If applicable)*

_____ Business or Organization Name _____ Contact Name _____

_____ Address _____ City _____ State _____ Zip Code _____

() _____ () _____
 Business or Organization Phone Number Business or Organization Fax Number Business or Organization Email Address

Requested Date & Time:

Date: _____ Time: _____ a.m./p.m. to _____ a.m./p.m.
(Please circle a.m. or p.m. and include your set-up and clean up time)

Total number of people to be in attendance: _____ Is food or beverages being served? Yes No

Maximum Seating capacity: Theater = 40 Banquet = 40 Class Room = 21

Requested Seating Assets: Theater Banquet Class Room None/Open Room

Purpose of Reservation: *(Please be specific and describe the nature of the reservation, including planned activities)*

COMMUNITY ROOM LICENSE REGULATIONS & REQUIREMENTS:

1. Licensee must be twenty-one (21) years of age or older.
2. The Community Room is a Non-Smoking facility. Licensee shall ensure that no smoking occurs within the facility and will be responsible for a cleaning fee should the City determine that cleaning be required.
3. Exits shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the exits hazardous.
3. The maximum number of people allowed in or around the Community Room shall be seventy (70).
4. The Community Room is available between the hours of 9:00 a.m. and 11:30 p.m.
 - a. Set up and clean up must occur within and will be included in the reserved use time.
 - b. A fee of \$25/hour for resident and \$30/hour for commercial resident will be charged for exceeding the time for which the room is reserved and the Licensee will be billed for this time.
 - c. The City shall have the right to waive and/or adjust use fees as appropriate for community groups, 501(c) organizations, and for City co-sponsored activities.
 - d. Damage Deposit. A Damage Deposit of \$100.00 is required and will be held by the City. If any damage occurs, the deposit will be used toward payment of such damages and the Licensee will be responsible and liable for all damages in excess of the amount of deposit. If there is no damage, a full refund will be issued.
 - e. Keys – The Licensee shall be responsible for locking up the facility and returning the key to the City the next business day. If the key is lost, the Licensee will be charged a lost key fee of \$75.00.
 - f. All room use cancellations must be made in writing. A refund of 50% will be given for cancellation notices given seven (7) to fourteen (14) days in advance of use date. No refund of the Use Fee will be issued if less than seven (7) days cancellation notice is given. A minimum of \$10 will be charged for all cancellations. The Damage Deposit will be refunded in full.
5. The following items are not permitted:
 - a. Adhesive tapes or thumbtacks on the walls, tables, or chairs. Masking and scotch tape can be used on tables provided it is completely removed during clean up.
 - b. Confetti or glitter inside or outside the Community Room.
 - c. Open flames of any kind, bands, disc jockeys or loud music without the expressed written consent of the City.
 - d. Alcoholic beverages of any kind on the Community Room.
 - e. Cooking within or outside the facility. Warming plates, crock-pots, etc. are permitted.
 - f. Animals, except for assist animals, in the building.
6. Licensee shall be responsible for clean up, including but not limited to: remove all decorations, vacuuming, emptying of trash receptacles, cleaning of restroom, counters, tables, chairs, etc.
7. There shall be:
 - a. One (1) adult for every eight (8) children under the age of thirteen (13) years.
 - b. One (1) adult for every twelve (12) children between the ages of thirteen (13) to sixteen (16) years.
8. All activities shall be contained and take place within the facility and shall not be carried out on the parking lot and/or sidewalks surrounding the building.
9. The City or its agent reserves the right to direct the Licensee and any guest(s) to cease any and all activities that are not in full compliance with the regulations and requirements as defined herein. The City, at its sole discretion, also reserves the right to direct the Licensee and all guest(s) to vacate the facility for a violation of the terms defined herein or for public safety. The Licensee's use fee will not be refunded and Licensee shall be responsible for all clean up and damages as defined herein.
10. Licensee shall assume full and exclusive responsibility for the cost of repair or replacement of any property, fixtures and/or equipment damaged during the periods covered by the Community Room License Agreement.
11. The City of Green Park is not responsible for stolen items or loss of personal property.

The City of Green Park does not deny access to the Community Room to anyone on the basis of race, religion, sex, creed, age, national origin, or political views. Further, permitting any group to use the Community Room does not imply the endorsement of any such views, by the City of Green Park. The facility may be denied to a specific organization or individual based upon knowledge of the City of such groups or individuals being unreliable, causing damage to or peace disturbance in other public facilities in Green Park or other neighboring communities, or when disruption, damage, theft, or other unfavorable history is recorded from previous use of the Community Room or meetings, gatherings or events in other communities.

Representation Concerning Authority & Compliance with Laws:

The information contained herein is true, and correct and complete to the best of my knowledge and belief. If not being signed by the Applicant, I am authorized by the Applicant to sign on his/her/its behalf and have read this application in its entirety.

Signature

Date

Print Name

City Use Only

Community Room Use Request:

Date: _____

Approved

Conditionally Approved

Disapproved

Comments/Conditions:

City Administrator/City Clerk

Date

Mayor

Date