

HARTWICK COMMUNITY CENTER

Application For Use

DATE REQUESTED: _____ HOURS REQUESTED: _____

TYPE OF EVENT: _____

Name, Address & Phone of Group or Organization

Name, Address & Phone of Responsible Party:

Are there any residents of Hartwick DIRECTLY involved with the event? _____
If so, who? _____

Does your group have insurance? _____ If so, please provide documentation.
If not, please sign waiver below:

I agree to indemnify and save harmless the Town of Hartwick from any and all loss, damage, expense, cost charges, liability claims and demands occurring or resulting from or connected with my use of the Community Center. The Town shall have no liability to any user connected with my use of the Community Center, including me.

Signature

Date

Who will be responsible for Clean-Up? _____

Sponsoring Group (no charge)

Community Center (\$75.00)

I, the undersigned, on behalf of the above listed group, have read and thoroughly understand the "Guidelines for Use" of the Community Center and agree to comply with these rules. I also agree to indemnify and save harmless the Town of Hartwick from any and all loss, damage, expense, cost charges, liability claims and demands occurring or resulting from or connected with our use of the Community Center.

Applicant's Signature

Date

Authorized Signature

Date

Deposit Amount: _____

Date Received: _____

Building Inspection Date: _____
Comments: _____

Inspected by: _____

Refund Amount: _____ Date Issued: _____ Check # _____

Signature: _____

HARTWICK COMMUNITY CENTER

Application For Use

The Town of Hartwick desires to make available to its residents and outside groups the use of its Community Center for meetings, games, dinners, receptions, shows and other appropriate activities.

OBJECTIVES

1. To have guidelines for the use of the center, which would ensure the safety of persons and property.
2. To allow residents of Hartwick to have priority in the calendar of events at the Center.
3. To allow non-profit Community groups use of the building free-of-charge with the approval of the Town Board.
4. To have the Buildings and Grounds Committee of the Town Board oversee the use of the Community Center.

PROCEDURES

1. Each applicant must fill out the Application for Use. This form is available at the Office of the Town Clerk. Completed form, along with the appropriate deposit and insurance documentation is to be returned to the Clerk.
2. Priority will be give to residents of the Town of Hartwick.
3. The Town Board and/or Town Supervisor will make the decision to authorize the use of the Community Center, what deposits if any, are necessary, and what arrangements toward insurance must be made.
4. Special consideration will be given for special circumstances.
5. Upon completion of the event, return of the key, and building inspection by Town personnel, the Supervisor will refund any appropriate amount via check.

GUIDELINES FOR APPLICATION

1. Applicant must be 18 years of age or more.
2. Applicant must have authorization to act on behalf of the requesting group.
3. Applicant must present the signed application and any necessary deposit and/or insurance documentation to the Clerk before the applicant's group is authorized to use the Community Center.
4. Deposit Information:

Resident of the Town of Hartwick:	\$125 deposit, \$75 refunded after successful building inspection*
Non-Resident of the Town of Hartwick:	\$125 deposit, \$50 refunded after successful building inspection*

*if additional clean-up by the Community Center Personnel is required, this amount may be adjusted accordingly.

GUIDELINES FOR USE

1. DO NOT PARK in front of any business until after the business has closed.
2. DO NOT use the downstairs area of the building.
3. NO SMOKING OR OPEN FLAMES are permitted within the building.
4. DO NOT TOUCH the fire alarm boxes unless an emergency arises.
5. AT LEAST ONE ADULT must be present with children's groups and events.
6. If your group is responsible for cleaning up, it must be done IMMEDIATELY after the event or the next morning at the latest.
7. RETURN THE KEY to the Clerk's Office immediately following clean-up.
8. REPORT ANY DAMAGES IN WRITING IMMEDIATELY. Damage caused by roughhousing, improper play, or improper inside drills may result in the termination of Community Center use and privileges. Upon inspection of the Community Center and reported damages, a bill for repairs will be presented to the responsible party listed on the Application For Use. Failure to pay for damages will result in restriction of further use of the Community Center.