



GOVERNMENT FACILITY USE AGREEMENT FORM

Date : _____
Reservation date : _____
Reservation time : _____ AM/PM - _____ AM/PM
Facility Requested : _____
Applicant Name : _____
Contact Number(s) : _____
Purpose : _____

Rules & Regulations for Use of Government Facility

In order to extend the lifespan of Public Facilities, there is a need to put in place Rules & Regulations governing the use of such facilities. Furthermore, such regulations would help prevent conflicts between or among applicants. Therefore, the following Rules and Regulations are hereby established.

- a) Any reservation is on a first come, first served basis. Maximum usage of such facility is (3) three days.
b) The applicant must indicate the purpose of the event. (i.e.; Wedding/Birthday)
c) Costs of damages resulting from such events shall be covered by the applicant.
d) REMOVAL OF TRASH RESULTING FROM SUCH AN EVENT SHALL BE DONE BY THE APPLICANT.
e) In facilities where restrooms for the event are available, keys for such facilities must be obtained from the designated Representative from the Office of the Mayor and such keys must be returned within 24 hours after completion of event.
f) Hold Harmless Clause: It is understood that any injury sustained by individuals while participating in events sponsored by the applicant, the Municipality would not be held liable.

I hereby agree to the foregoing as conditions for using the facility needed for my functions. ____ (Initial)

APPLICANTS SIGNATURE AND DATE

APPROVING OFFICIAL AND DATE