

# Application for Use of Public Facilities– Community Building



Contact Name: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Date of Application: \_\_\_\_\_  
 Name of Ind./Org: \_\_\_\_\_  
 Date of Rental: \_\_\_\_\_  
 Time of Rental: \_\_\_\_\_  
 Purpose of Rental: \_\_\_\_\_

*It is the policy of the City of Willard to allow the use of public facilities by members of the community, non-profit organizations, outside organizations (including for profit organizations) and school based organizations upon proper application and approval. In order to maintain appropriate use of public facilities, before use may be authorized, the policy located on the back side of this document must be read and agreed to by the responsible applicant(s). A fee for facility use will be charged to defray the costs of cleaning, maintenance, utilities, supplies, etc.*

### Resident Fees

### Non Resident Fees

### \$75 Required Deposit

### \$30 Kitchen Add On

\$30 Per Hour (2-9hrs)

\$35 Per Hour (2-9hrs)

This fee is required when making initial reservation. This is refundable via mail after post event inspection.

This is a one time fee if you plan to use the kitchen (not per hour).

\$300 (10+ Hrs)

\$350 (10+ Hrs)

## **Room Reservation Policy**

- \$75 deposit is due when submitting Rental Application.
- Rental includes set up and clean up time (rental minimum 2 hours).
- All Reservations must be paid for in full 30 days prior to the rental date. If the reservation has not been paid for in full 30 days prior to the rental date, the rental party will be notified by phone and the reservation must be paid within 24 hours of the call. If the reservation is not paid for within 24 hours of the call, the rental will be deleted from our facility rental calendar and payments made will be forfeited.
- All reservations scheduled less than 30 days prior to the rental date must be paid for in full at the time of the reservation.
- If you need to cancel your rental, you must notify the REC at least 2 weeks before your rental date. If this procedure is followed, you will receive a refund less a \$10 processing fee.
- Key Must be picked up at the REC Center during weekdays between 8:30am-9pm.
- \$75 deposit will be refunded if facility is clean, without damage and key is returned promptly. Deposits will be mailed to above address within 4 weeks.
- Tables and chairs will be at facility. Set up is the renters responsibility. Rental group is responsible for: wiping counters, tables & chairs, sweeping and/or mopping floors, placing all trash in dumpsters outside the building.

For all after hours emergencies, call Parks Director at 417-880-7887.

**I have read and agree to the Room Reservation Policy.**

**Initials:** \_\_\_\_\_

Deposit **\$75** \_\_\_\_\_

**\$** \_\_\_\_\_ (hr rate) x \_\_\_\_\_ (#hrs) = \_\_\_\_\_

Kitchen Fee (if applicable) + **\$30** \_\_\_\_\_

**Total Amount of Rental Fee: \$** \_\_\_\_\_

*I have read the policy located on the reverse of this document and assume responsibility and liability for any damage or loss to the facility or its contents during the use of the facility by the above-named individual/organization. I also assume responsibility, whether assumed through insurance protection or personally, for any claims against the City of Willard or City personnel for any claims arising out of my/our use of any facility.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Office Use Only

Cash/CC \$Amt: \_\_\_\_\_ Check#: \_\_\_\_\_ REC#: \_\_\_\_\_

Payment Received By: \_\_\_\_\_ Posted to Calendar: \_\_\_\_\_

Cash/CC \$Amt: \_\_\_\_\_ Check#: \_\_\_\_\_ REC#: \_\_\_\_\_

Payment Received By: \_\_\_\_\_ Posted to Calendar: \_\_\_\_\_

Key Picked Up: \_\_\_\_\_ Key Returned: \_\_\_\_\_

Deposit Refunded: \_\_\_\_\_

# Application for Use of Public Facilities

## **Policy – Community Use of Public Facilities**

**The City of Willard recognizes that use of public facilities by individuals or organizations can benefit the citizens of the Willard community. The City of Willard may authorize use of public facilities as defined below.**

### 1. Definitions

- A. Resident – shall include those residing within the city limits of Willard, MO, or those who own a home or business within the City of Willard.
- B. Non Resident – those who reside outside of the city limits of Willard, MO.
- C. School Based Organizations – those volunteer organizations generated by the existence of the school, including booster clubs, direct support organizations, parent-teacher organizations or associations, etc.

### 2. Fee Structure

- All individuals/organizations using public facilities shall agree to pay the City of Willard the rental fees as set out on the structure sheet on the reverse side of this document.
- Returned/Insufficient Fund Checks will be charged a \$25.00 fee and must be settled at Willard City Hall.

### 3. Regulations

- The possession or consumption of alcohol is prohibited at the Willard Community Building, Willard REC Center, or the Willard Parks.
- No smoking is allowed at the Willard Community Building, or Willard REC Center.
- Facilities should be used for the function for which they were listed and intended.
- User shall ensure that prior approval is received before signs or banners are erected, and that they not deface city property.
- User shall ensure that the representative specified in the agreement is present at the scheduled event.
- User shall ensure no unauthorized third party will be permitted to use the facility or any portion thereof.
- User shall ensure that children will be properly supervised with adequate adult supervision.
- User shall ensure the number of attendees does not exceed the authorized capacity.
- User shall ensure that participants are in only the requested area.
- User shall ensure that all activities are orderly and lawful.
- User shall observe the time limits that were agreed upon.
- User shall agree to be responsible for and reimburse the Parks & Recreation Department cost associated with any repairs to, or replacement of , any property or equipment damaged, stolen or lost by any member of the renting organization, except for normal wear and tear as deemed appropriate by the Parks & Recreation Director.
- User shall agree to hold harmless and indemnify the City of Willard with respect to any loss, injury or damage because of negligence of the user, user's participants, guests, groups or agents, including damage to property of the City of Willard or property for which the City is responsible.
- User shall comply with all federal, state and local laws, regulations and licensing requirements.

### 4. Preemption Privilege

- Out of necessity, the City of Willard must retain the right to cancel scheduled use of facilities. In the event this should happen, a full refund will be given.

### 5. Liability

- Any individual or organization authorized to use a public facility is responsible and liable for any damage or loss to the facility during the use of the facility. In addition, the individual or organization must either carry liability insurance, or agree to stand responsible for any liability claims made against the city for any incident that occurred in connection with the use of a public facility.