

### Building Request Form

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Purpose \_\_\_\_\_

Supervising Adults: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\*These people must be present at all times for the facility requested.\*\***

Facility Requested: Gymnasium \_\_\_\_\_ Kitchen/Cafeteria \_\_\_\_\_ Cafeteria \_\_\_\_\_ Meeting Room \_\_\_\_\_ Other \_\_\_\_\_

Equipment needed: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

Day(s) of the week requested: M T W TH F SA SU

**Fee Schedule:**

Non-Profit Organizations 501(c)3 option: No charge for meeting rooms, all other space at 50% of established rate

	1 <sup>st</sup> hour	Ea. Add. Hr.		1 <sup>st</sup> hour	Ea. Add. Hr.
Gymnasium	\$35.00	\$25.00	Kitchen/PRR	\$55.00	\$40.00
Phelps Rotary Room (PRR)	\$30.00	\$20.00	Village Meeting Room	\$30.00	\$20.00
Parties (Kitchen/Phelps Rotary Room)	4 hours - \$145				
	8 hours - \$290				

**League Fees apply to any organization (Charitable or not) wanting use of the gym for weekly blocks of time. Time will be set at 2 hour blocks of time, 1 time per week for 4 weeks. The cost for a 4 week block of time will be \$120.**

**\*\*Date & time subject to availability and approval by the PCC Director\*\***

Number of Hours/Fee: \_\_\_\_\_ Number of Rental Tables & Chairs Fee: \_\_\_\_\_

**ALCOHOL NOT PERMITTED ON PREMISES** unless granted special permission from PCC and Village Boards.

Certificate of Insurance with a minimum of \$1,000,000 coverage is required for companies/organizations, but not individuals. All certificates must name the Village of Phelps and the Phelps Community Center, Inc. ("PCC") as "additional Insureds". Requests will not be processed unless this certificate is on file.

#### BUILDING USE REGULATIONS

In order to protect the property and reduce the liability of the Village of Phelps and the Phelps Community Center, INC. ("PCC"), a Handbook regarding use of the facilities by community groups stipulates policies and procedures to be followed. Such regulations are to ensure the prudent management of community resources and prevent additional financial burden on the community resulting from such use.

I, the undersigned, as the authorized representative of the organization making this request, agree that my organization will abide by all the PCC policies, regulations, and requirements governing the use of this facility. I, the undersigned, agree to indemnify and hold harmless the Village of Phelps and PCC of any claims, causes of actions, judgments for damage to property arising from or out of the injury of any person while on or in the facility as a result of the use of the facility by the undersigned.

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ (PCC Director) Date: \_\_\_\_\_

Office Use Only Total Amount Due: _____ Less Deposit Paid: _____ Amount Owed: _____
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## BUILDING USE REGULATIONS

In order to protect the property and reduce the liability of the Village of Phelps and the Phelps Community Center, Inc. ("PCC") we developed regulations for use of facilities by community groups. Such regulations are to ensure the prudent management of community resources and prevent additional financial burden on our community resulting from such use.

I certify, on behalf of myself and/or the organization I represent, that the requested use of these facilities conforms to the law and that if granted the request, the members of our organization and/or other participating people will be responsible for observing all regulations including:

1. Agree to indemnify and hold the Village of Phelps and PCC harmless by reason of any claim filed by a member of this organization or any individual in attendance and further agrees to pay the cost of custodial, police or firemen personnel as needed.
2. All individuals or groups authorized to use the facilities assume responsibility for the conduct of both participants and spectators.
3. No smoking anywhere on PCC premises.
4. No alcohol on the premises at any time without permission from both the PCC Board and Village Board.
5. In the event the PCC has been closed because of poor weather, etc., all activities scheduled by outside organizations will be postponed and a request to re-schedule will be necessary.
6. In the event custodians or supervisory personnel must be retained, the sponsoring organization will be held responsible for payment of these individuals.
7. PCC facilities and equipment must be left in the same condition as found.
8. **A refundable deposit of \$50.00 will be required.** In the event that the PCC is not left in the same condition as before the event, the deposit WILL NOT BE RETURNED.
9. The individual or organization will be responsible for removing their own garbage/trash. A fee of \$10.00 will be charged for PCC to remove it for the user.
10. The fee as determined on page 1 of the Building Request Form must be paid at least 24 hours in advance of the scheduled event. In instances where the event must be cancelled due to an event listed in 5 above, the fee will be refunded.

**Failure to comply with the above rules will prohibit future use of the Phelps Community Center.**

**I, the undersigned, expressly agree to comply with the above regulations.**

**Responsible Adult** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone (Home)** \_\_\_\_\_

**Address (Work)** \_\_\_\_\_ **Phone (Work)** \_\_\_\_\_