

APPLICATION AND AGREEMENT FOR THE USE OF THE TONASKET YOUTH CENTER WITH DEPOSIT AND RENTAL FEE

Group/ Individual making Request: _____

Type of Event: _____

Contact Person: _____

Address: _____

Telephone Number (home): _____ (work): _____

Date(s) Desired: _____ Time: From _____ To _____

Will the event have alcoholic beverages? YES NO
(ALL ALCOHOLIC BEVERAGES MUST REMAIN IN THE BUILDING)

THE ABOVE APPLICATION FOR USE OF THE TONASKET YOUTH CENTER IS APPROVED SUBJECT TO THE FOLLOWING:

1. Payment of any deposit and rental fee shall be made in advance unless prior arrangements have been made with City Hall.
2. All deposits will be held pending inspection by the City and will be returned within 10 business days.
3. Any group or individuals using the facilities accept responsibility for any damage done to City property and shall reimburse the City for any such damage over and above the deposit.
4. Any group or individuals using the facility agree to clean and restore the equipment/ furniture to its original arrangement and abide by the checklist:
 - a. SWEEP AND MOP ALL FLOORS _____
 - b. WIPE DOWN ALL COUNTER TOPS, STOVE AND CLEAN SINK _____
 - c. CLEAN BATHROOM FLOORS, SINKS AND TOILETS _____
 - d. TAKE OUT ALL GARBAGES AND REPLACE LINERS _____
 - e. CHECK CENTER FOR GARBAGE (INSIDE AND OUT) _____

- f. ATTACH DECORATIONS ONLY TO THE WOOD PROVIDED ON THE WALLS
*NO DECORATIONS ATTACHED TO THE LIGHTS OR CELING TILES _____
- g. REMOVE ALL ITEMS BROUGHT TO THE FUNCTION _____
- h. CLOSE AND LOCK ALL WINDOWS AND DOORS
*MAKE SURE BOTH TOP AND BOTTOM LOCKS ARE LOCKED ON DOORS _____
- i. TURN OFF ALL LIGHTS
* HALL AND ENTRY LIGHTS ARE ON PERMANENTLY _____
- j. LEAVE CENTER CLEANER THAN FOUND! _____

5. Groups and individuals using City facilities agree to protect and to indemnify from costs, legal and other expenses, the City, its officers and agents, from all claims, liabilities or suits related to or arising from acts or omissions of such groups or individuals in connection with the use of any such City facilities.
6. Appropriate liquor permits and insurance must be secured by the individual/ group renting the facility if alcoholic beverages are being served. This includes both public and private functions. Banquet permits must be displayed. The County Sheriff's Department will be notified when an event is serving alcohol.
7. Individuals making application to rent a City facility must be adult. If rental is for juvenile use, adequate adult supervision must be provided at all times during the function.
8. Rental Fee: \$100.00 if not using the kitchen, \$125.00 if using the kitchen
Refundable Deposit (must be cash only): \$210.00 w/o alcohol, \$320.00 w/ alcohol

I hereby agree to abide by the above regulations and all other terms of this agreement. If any of the regulations are not followed, a fee will be assessed to cover expenses.

Signature of Authorized person: _____ Date: _____

City Official Approval Signature: _____

Rental Cost: _____ Receipt #: _____ Date Paid: _____

Deposit: _____ Date Received: _____ Date returned: _____

Signatures that deposit was returned; City Official: _____

Person receiving the deposit: _____

Deposit Fee not returned for following reason(s): _____
