

Creston Community Center Use Agreement

1. Keys are to be picked up at the Creston Municipal Building unless otherwise informed.
2. The applicant shall be responsible for the conduct of all persons attending the function. No activity which is prohibited by local ordinances shall be permitted. Local ordinance prohibits smoking in the Community Center. Alcohol and other drugs are prohibited also.
3. Orderly parking of vehicles is the responsibility of the renter. If it is necessary to secure additional traffic control or crowd control personnel, payment for such personnel shall be assumed by the renter.
4. Payment for damage to the Community Center or equipment, or any other Village property will be the responsibility of the renter. The Community Center will be inspected after each use for damage as well as cleanup. Repairs/replacement will be paid by the applicant upon presentation of a bill.
5. Two responsible adults, over the age of 21, shall be present for the duration of the entire event.
6. The Community Center facilities will close at 11:00 P.M. unless otherwise approved. No person shall be permitted to remain within the confines of the Community Center except in an emergency or with special permission from the Community Center Committee.
7. The applicant agrees to indemnify and hold the Village of Creston harmless as a result of any claim resulting from the lessee's use of building, equipment, or other Village property.
8. Conditions of the building should be restored to the condition it was in, or better, after each rental. If a problem exists prior/during the rental, notify the Clerk/Treasurer's office at 330-435-6021.
9. All tables and chairs are to remain inside the building and should be cleaned before storing. (Note diagram on closet door.)
10. No nails, staples or other fasteners will be used on or in the Community Center. All decorations, including tape used on doors, windows, will be removed by the renter prior to leaving the Center.
11. Note : the following will be completed by the renter prior to leaving the Center.
___ Sweep and mop floor as needed. ___ (mop and broom is located in the women's restroom closet) ___ Empty all trash container and remove from premises. ___ Clean up service area ___ Reset temperature to proper setting
___ Turn off fans and lights ___ Make sure both doors are locked _ Return key to Clerk/Treasurer's office. ___ Please note number of attendance on closet door calendar.

_____ **Applicant**

_____ **Applicant's Address**

_____ **Group using the Community Center**

_____ **Activity** _____ **Date**

_____ **Phone Number** _____ **Number expected to attend**

OFFICE USE ONLY

_____ **Approved** _____ **Date updated 1/11/2017**