

AGREEMENT
Concerning the Use of
Town of Grottoes Community Room

Today's Date: _____

Applicant:

Name: _____

Address: _____

Phone: _____

Description of Function:

Group/User Name: _____

Date: _____

Time: _____

Duration: _____

Activity: _____

1. Applicant, on behalf of user, request use of the Town of Grottoes Community Room on the function date. The Town of Grottoes has granted the request, subject to the provisions of this Agreement.
2. User acknowledges receipt of the Town's Rules and Regulations concerning the Town of Grottoes Community Room. User agrees to abide by those Rules and Regulations.
3. User assumes all responsibility for the safety of user and its guest. User releases and absolves the Town from any liability associated with the function. User agrees to indemnify the Town, and hold the Town harmless if a claim of any type is made against the Town.
4. User agrees to be responsible for (1) any damages to the Community Room arising from the function, or (2) any failure to abide by the Rules and Regulations (including the failure to clean the facility after use). Under this paragraph, the Town may repair or clean the Community Room or hire others to repair or clean it, as necessary, at the expense of the user.
5. Should the Town seek the advice of Counsel with respect to this Agreement, any breach thereof, or to defend itself against any claim covered by Paragraph Three, user shall reimburse the Town for all reasonable attorneys' fees.
6. The Town may rescind this agreement for any reason, but it will attempt to give user reasonable notice prior to the function date.
7. The applicant warrants that he/she is authorized to enter into this Agreement on behalf of user. Applicant individually guarantees performance of user's obligations under this agreement.

Group/Organization Representative:

Town of Grottoes:

By: _____

By: _____

Town of Grottoes Community Room Rules and Regulations

Although it is not our intent to compete with restaurants, hotels and civic organizations, we will rent the Community Room for a limited number of purposes. Typical uses are sit-down type dinners, family reunions, and fundraising activities by civic clubs and other approved uses.

1. Prohibited Uses:

- “For Profit” activities unless specifically approved by the Town Superintendent.
- The use of alcohol, drugs or tobacco products.

2. Reservations:

- Application must be made in person at the Town Office located at 601 Dogwood Avenue, Grottoes.
- Reservations must be made more than one week in advance, but not more than six weeks in advance.

3. Fees Charged:

- A total of one hundred fifty dollars and 00/100 (\$150.00) is due upon the approval of the application. The first one hundred dollars and 00/100 (\$100.00) is the fee per day for use of the Town of Grottoes Community Room. The second fifty dollars and 00/100 (\$50.00) is a cleaning and damages deposit. If the actual cost of cleaning and repair is less than fifty dollars and 00/100 (\$50.00), the difference will be refunded. In the case of cleaning and damages exceeding fifty dollars and 00/100 (\$50.00), the responsible party will be billed. In certain cases, civic groups may be exempt from all fees.

4. Damages:

- The applicant is responsible for damages and will sign an Indemnification Agreement when applying for the use of the Town of Grottoes Community Room.

5. Clean-Up:

- The applicant has the right to clean up after the event in order to reduce or eliminate charges by the Town for this service.
- Tables and Chairs must be returned to their previous location.

6. Improper Conduct:

- Improper conduct will result in expulsion from the building and grounds. If appropriate, criminal charges will be placed.
- The Town of Grottoes reserves the right to supervise the conduct of any group or activity to ensure compliance with this agreement.

7. Capacity:

- The fire-rated capacity is 130. It is the applicant’s responsibility to make sure that the Fire-Rated Capacity is not exceeded.

8. Fire exits:

- Fire exits and extinguishers must not be blocked.

9. Liability:

- The applicant assumes responsibility for damages, loss of property, personal injury, etc. resulting from the event.