



TOWN OF CLIFTON

Community Center Rental Application and Agreement

Max Occupancy 50

Today's Date:		
Name of Responsible Party:		
Organization/Business Name (if applicable):		
Non-Profit? Y/N		
Mailing Address: (for deposit refund)		
Phone Number:		
Date(s) Facilities are Needed:	Start:	End:
Time Requested:	Start:	End:
Type of Activity:		
Estimated Attendance:		

Fees: \$100 Rental Fee* & \$100 Refundable Deposit

(Deposit will be refunded 4-10 business days after event and staff approval for release of deposit)

Non-Profit Organization, must provide proof of non-profit status and pay a \$50 Deposit

(Deposit will be refunded 4-10 business days after event and staff approval for release of deposit)

**Each rental charge is for a 24hr time period (1 day 12am – 11:59pm) ONLY, if additional time is needed another day of rental will need to be paid for.*

Agreement (Please Read & Initial):

1. The User agrees that it has received and agrees to the “Town of Clifton Community Center Rules and Regulation” _____
2. The User shall indemnify and hold the Town and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind of nature brought against the Town arising out of, in connection with, or incident to the User’s use of the facility; provided, however, that if such claims are caused by or result from the concurrent negligence of the Town, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the User and provided further, that nothing herein shall require the User to hold harmless or defend the Town, its agents, employees, and/or officers, from any claims arising from the sole negligence of the Town, its agents, employees, and/or officers. The provisions of the section shall survive the expiration or termination of User’s use of the facilities. _____
3. The User agrees that it will provide chaperones over the age of 18, for all youth activities that Users will be sponsoring on or about the premises of the facility. The User further agrees that the Town is not to engage in nor has the Town assumed any responsibility for supervision of any kind over any of the User’s activities conducted on or about the premises of the facility. _____
4. The User agrees that the Town is not responsible for damage or theft of items or belonging that User brings to the facility for its activities. _____
5. The User agrees that they are responsible for keys to the facility issued to the User on rental date by the Town for their activities. User agrees that if they lost keys given to them by the Town that User will result in forfeit of deposit. _____
6. The User understands and agrees that use of the facility is permissive by the Town; and that misuse of or damage to the facility of any kind will be grounds for the Town’s termination, whether temporary or permanent, of the User’s use of the facility and this Application and agreement. As well as possible loss of deposit fee. _____

7. The User understands that the maximum occupancy of the community center room is 50 people. Events that exceed this can be cancelled by the Town and no refund will be given. _____
8. The User understands that the lights must be turned off and all doors locked after use of facility.
9. The User understands HVAC unit controls will be preset prior to event and should NOT be controlled by the User. Doors must remain closed to avoid excessive use of the HVAC unit. _____
10. The User understands the electrical capacity is limited (multiple appliances and/or DJ equipment may exceed electrical capacity. The User understands that staff will not be called out after hours to restore service due to excessive demand. _____
11. The User understands that if it is a Non-Profit Organization, must provide proof of non-profit status or other documentation approved by Town Manager prior to reserving the facility. _____

Rules and Regulations

- Cleanup consists of bagging all trash, wiping down tables and chairs, removal of all decorations, and sweeping floors
- Tables and chairs may be moved and arranged to your liking. We ask that the tables and chairs are returned back to their original positions after use.
- Trash bags are to be removed from cans, tied, and placed in outside trash cans.
- Broom and dustpan will be provided for cleanup.
- Cancellation of reservations must be made seven working days prior to scheduled date of use. Failure to do so forfeits rental fee and/or deposit.
- User groups who use the facility on a regular basis (i.e. daily, weekly, monthly) must re-apply annually. Facility reservations will be valid from January-December.

Signature: _____

Date: _____