

APPLICATION FOR PERMIT FOR USE OF LOCKLAND RECREATIONAL HALL

Name of Applicant: \_\_\_\_\_ Application Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of Group/Organization if applicable: \_\_\_\_\_

How would you like to receive your passcode? Phone  Email

Please write the date, time, and estimated attendance for which the recreation hall is being requested.  
(The maximum capacity of the hall is 110 occupants.)

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Fee Schedule: (check one)

\_\_\_\_\_ \$50 deposit and \$125 rental fee for residents per day.

\_\_\_\_\_ \$50 deposit and \$175 rental fee for non-residents per day.

\_\_\_\_\_ \$50 deposit and \$25 per day for non-profit organizations Monday through Thursday

\_\_\_\_\_ No charge for Village functions

**Release of Liability**

Permit Holder does hereby release the Village of Lockland from any and all responsibility for any accident or injury suffered by Permit Holder and/or Permit Holder's guests while using the Village of Lockland's facility as permitted herein. This release applies to, but is not limited to, the condition of the facility or parking lot.

**YOU MAY ONLY HAVE ACCESS TO THE HALL ON THE DATE OF RENTAL FROM NOON TO MIDNIGHT (NO EXCEPTIONS).**

I understand and agree to this: \_\_\_\_\_

Signature of Applicant

Date

I have read and understand the rules and regulations pertaining to the use of the Recreation Hall and agree that they will be honored and enforced by myself, group, organization, participants, spectators that I am associated with while using the permitted facility.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Permission is hereby granted to: \_\_\_\_\_ for use of the Lockland Recreation Hall as defined herein.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Village Administrator or designee

Key code issued to permit holder by: \_\_\_\_\_ Code # \_\_\_\_\_ How? \_\_\_\_\_

Payment of \$ \_\_\_\_\_ paid on \_\_\_\_\_ by Credit Card Cash Check

You must be at least 21 years of age to rent this facility.

The facility must be used by the individual, group or organization that has requested the facility.

The Village Administrator has the discretion to deny use of the facility.

The permit is only good for the date listed on the form, from noon to midnight. The permit holder must always keep the permit with them while occupying the premises. The permit is a license and remains the property of the Village of Lockland. It may be revoked by the Village or its agents for violation of any of the rules and regulations, or for any other just cause.

No admission, parking or other fees may be charged by the permit holder for this event unless approved by the Village Administrator.

The Village of Lockland reserves the right to require the user to furnish liability insurance in a specified amount in conjunction with the user's use of the facility.

Payment in full is due at the time of application. The \$50.00 deposit will be held until an inspection of the facility has occurred and a determination made that the Permit Holder had adhered to the rules and regulations. If the deposit is to be returned, a check will be issued within 5 business days of the use of the facility. To reschedule or receive a refund, the permit holder must notify the Village at least 7 days prior to the date of the event.

There will be a \$40.00 charge for returned checks.

Ordinance 648.10 prohibits loud noise.

The permit holder will be issued a passcode from the Administrative Office. This pass code will be issued the Friday before a rental and only be valid for the day of the rental from noon to midnight. After this time, the pass code will no longer function, and the hall will remain locked. Any possessions left inside will be inaccessible until the following business day.

Upon completion of the event, the permit holder should complete the attached checklist verifying that the facility has been cleaned by the permit holder and left in good condition. Any violations will result in the loss of the deposit. If damage costs exceed the amount of the deposit, the Village reserves the right to bill the permit holder and prohibit user from future use of the facility.

If permit holder affixes decorations, signage, etc. by any means to the walls, ceilings, fixtures, etc. The permit holder will be financially responsible for any damage to the same. Failure to do so will result in the loss of the deposit. If damage costs exceed the amount of the deposit, the Village reserves the right to bill the permit holder and prohibit the user from future use of the facility.

**No unusual, illegal, or hazardous decorations, confetti, glitter, etc. are permitted in the facility.**

Permit holder should not attempt to change the temperature setting on the HVAC system. In order for the air conditioning systems to work properly, the doors should not be propped open during events.

Lockland Recreation Hall Maintenance Check List

Permit Holder: \_\_\_\_\_

Date and Time of Recreation Hall use: \_\_\_\_\_

	Yes	No	Comments
Decorations have been removed	_____	_____	_____
The floor has been cleaned	_____	_____	_____
The restrooms are clean	_____	_____	_____
The food tables have been cleaned	_____	_____	_____
The garbage has been taken put to the cans at rear of lot	_____	_____	_____
The table/chairs are back in original locations	_____	_____	_____
All personal items have been removed	_____	_____	_____
The cleanup tools have been put away	_____	_____	_____
The lights are off	_____	_____	_____
The outside area has been picked up	_____	_____	_____
The door is locked	_____	_____	_____
Inventory of Cleanup tools includes:			
_____ broom	_____	_____	_____
_____ push broom	_____	_____	_____
_____ dustpan	_____	_____	_____
_____ large trash bags	_____	_____	_____
_____ bucket	_____	_____	_____
_____ mop	_____	_____	_____

FOR OFFICE USE ONLY:

Recreation Hall Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_