

NOTUS COMMUNITY CENTER, 389 1st Street, Notus, ID 83656
Application for Facility Use

Use Fee Paid on _____	Deposit Paid on _____	Copy of ID Card required _____	Refund Date _____
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Today's Date: _____ Refund: _____

Applicant: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Person in charge during event: _____

(Name)

(Phone)

Alternate Person: _____

(Name)

(Phone)

Date of Event _____ Type of Event _____

Hours (includes set-up and clean-up) _____ am/pm to _____ am/pm: **NO later than 10PM**

Estimated Attendance: Adult _____ Youth _____ Total _____

Will the kitchen be used for cooking? Yes _____ No _____ **NO ALCOHOL OR SMOKING ALLOWED**

_____ \$70.00 for 4 hours or less

_____ \$140.00 for 4 to 8 hours, \$20.00 for every hour over 8 hours

Commercial use must be approved by Building Owner prior to event

_____ Deposit \$100.00 (\$75.00 refundable if left in good order/clean)

_____ **TOTAL AMOUNT DUE**

Will a fee be charged at your event: Yes _____ No _____

If yes, please explain amount and the purpose of the fee _____

*I have received and read a copy of the "Facility Use Policies and Agreement". I understand and agree that as the applicant, I assume all risks for loss, damage, liability, injury, cost, or expense that may arise in any way by use or occupancy of the Notus Community Center. I further understand liability insurance may be requested and I agree to indemnify and hold the City of Notus, its employees and/or representatives free and harmless from any loss, claims, liability, damages and/or injuries to persons or property that in any way may occur as a result of this subject use and/or occupancy of the Community Center. **As the undersigned, I hereby certify that I am at least 21 years of age and that I will be personally responsible as the applicant for any damage sustained by the grounds, building, furniture, or equipment occurring through my occupancy and/or use of said facility.** My signature certifies that all information on this application is true and correct. I understand and agree that any miss-statements or omissions of fact herein may cause forfeiture of any deposit and prohibition of future use of the facility. Building deposits may be refundable within 30 days, if no damage occurred, all policies were followed and the facility was left in good order.*

(Signature of Applicant)

(Date)

Notus Community Center Facility Use Policy & Agreement

Notus Community Center is intended for the use of area residents and neighboring communities. The facility may be used by groups and individuals on a scheduled basis for educational, social, cultural, or recreational activities regardless of race, color, or creed. The Notus Community Center facility will be used in accordance with the following policies and rules:

General

1. The City of Notus reserves the right to accept or deny use of the facilities with or without cause and when, for any reason, as determined by the City, such use may not be in the best interest of the City of Notus.
2. The City of Notus is not responsible for accidents, injury or loss of individual property in the facility or on the grounds. Lost/found property will be kept for fifteen (15) days but the city does not accept responsibility for the care and protection of said property. All unclaimed property will be donated to a charity.
3. The individual or organization granted use of the facility shall be held responsible for reimbursing the City of Notus for any loss or damage to the property and/or equipment as a result of such use.
4. Permission for use of the Notus Community Center facility will be granted upon the condition that all rules governing use of the facilities will be followed. Permission may be revoked at any time for failure to do so. Rules for facility use are subject to change by the city at any time without notice.
5. Any request for an exception to rules or service charges for use of facility must be presented in writing to the City no later than two (2) weeks prior to the date requested. All decisions of the city are final and not subject to appeal.
6. Reservations may be made up to six (6) months in advance, but will not be approved until the fee and deposit are paid. Standing reservations may be permitted in special circumstances and may be revoked by the City at any time. After confirmation of the proposed use date, deposits are due. All remaining fees are due not later than seven (7) days prior to the event.
7. An approved Application for facility use is required by all groups using the facility. The completeness and validity of the application will not be recognized until building and facilities policies have been reviewed and agreed to by the Applicant, fees and deposit are paid, and a completed application is dated, signed and submitted by the Applicant and approved by the City Administration. A copy of a Certificate of Insurance may be required naming the City of Notus as additional insured. Use shall be adequately supervised by Applicant. A responsible adult shall be present during all use. Failure to provide such adult supervision will result in forfeiture of deposits and possible cancellation of the activity.
8. When the facility is used by minors, the group must be under the direction of its own adult supervision at all times while on the premises. One adult will be required for every ten (10) persons under eighteen (18) years of age.
9. Should the use of equipment such as kitchen, and/or its contents be desired, such a request shall be submitted with the application.

10. Any group finding it necessary to cancel its reservation, should give at least one (1) week notice. Depending on the circumstances, a portion or all of the deposit may be retained by the City.
11. Reservations may be canceled at city's complete discretion.
12. The person in charge during the event shall be responsible for the conduct of the activity and the observance of the rules and regulations governing the use of the facility and its surrounding grounds.
13. The completed application is attached to this agreement and incorporated by reference herein.

Prohibitions:

1. **No alcoholic beverages, smoking, or illegal drugs allowed anywhere on Community Center property.**
2. **NO** pyrotechnics or fireworks may be used.
3. Decorations must be approved in writing in advance by the city. No nails may be used to hang up decorations. Tape must be paint friendly.
4. No animals other than service dogs are allowed.
5. All City ordinances will be complied with.
6. City curfew will be met.
7. All music will be at a level so as to not disturb the neighborhood. Quiet time is 10:00 PM.
8. Heat/AC thermostat is not to be touched or adjusted.
9. Electrical breaker is for emergency use only: OFF LIMITS
10. DO NOT BLOCK FIRE EXIT.

Responsibility of Applicant:

1. The Applicant will arrive prior to the other group members and be the last to leave.
2. Groups should plan to enter and leave the facility at the time specified on the contract. **All events will end no later than 10:00 p.m.** Any group staying past the designated clean-up time will be charged \$20.00 per hour, or fraction thereof.
3. The applicant should plan to accomplish the following within the specified time period:
 - A. Put up and take down all decorations.
 - B. Set up and take down all furniture;
 - C. Sweep floors and damp mop all spills.
 - D. Vacuum carpet.
 - E. Pick up all trash, bag and remove from building. Garbage cans located on south side of building. Renter/Applicant will provide own trash bags.
 - F. Sweep and mop kitchen floor and wipe down counters. (Applicant/Renter to supply own washcloths/towels)
 - G. Clean bathrooms.
 - H. Shut off lights.

I, (Applicant), and all members of my party, shall and hereby do, indemnify and save harmless the City Of Notus, its agents, employees and/or officials from any and all losses, claims, actions, judgments for damages, or injury to persons or property and losses and expenses caused or incurred by myself or a member of my party. I assume for myself, and all members of my party do assume for themselves, all risks and hazards of using the Notus Community Center, and

forever waive and release, on behalf of myself/themselves, my/their heirs, executors, administrators, assigns and/or personal representatives, any and all claims and/or rights for damages I/they now have or may hereafter have against the City of Notus and/or its employees, elected officials, agents, guests, and/or business invitees, suffered in connection with or arising out of using the Notus Community Center.

As the Applicant, I have read, understand and agree to abide by the above policies and terms of this Agreement and will require that those attending my event also comply with these policies. My signature certifies that all information on this application is true and correct. I understand and agree that any miss-statement or omission of material fact herein may cause forfeiture of my deposits and cancellation of my event. I have also received a duplicate copy of this Agreement.

(Signature of Applicant)

(Date)

Approved (Administration Staff Signature)

(Date)

Requests for rentals will be reviewed by the City Administration Staff and will follow the fee schedule below for applicants. Any non-profit, public and/or tax supported or public service related entity who wishes to use the facility for private use (group party or similar function) shall pay the applicable use fee as set forth below.

Minimum	\$70.00 for 4 hours or less
Day Use	\$140.00 for 4 to 8 hours, \$20.00 for every hour over 8
Deposit	\$100.00 (\$75.00 refundable if left in good order/clean)

Commercial use must be approved by Building Owner prior to event

City Reserves the right to charge \$20 per hour for cleaning/damage in excess of \$100 value (Deposit), and/or up to the value of repair or replacement of objects damaged or missing. The charges above will apply to, but not be limited to: chairs, tables, walls, counters, microwave, range, refrigerator, carpet, fans, or climate control devices, piano, cleaning devices or any other property (whether an exterior or interior part of the building) of the City or building owner.

Need Assistance or Key holder:

- Maintenance, Cleve 208-880-2505
- Mayor Porterfield 208-936-1843
- PW Supervisor, Tyler 208-591-0797

CITY OF NOTUS, PO Box 257, 375 Notus RD, Notus, ID 83656
208-459-6212 notuscityclerk@gmail.com