

Baldwin Community Center – Facility Use Agreement

Applicant Information

Applicant Name:

Contact Name(s)

Mailing address:

City:

State:

ZIP Code:

Home/Business Phone:

Cell Phone:

Email Address:

Function Information

Type of Event:

Date of Event:

Facilities Needed:

Multi-purpose Room _____

Meeting Room _____

Kitchen: _____

Other: _____

Special Requests:

Approx. Number of People:

Charge per person (if any):

Time entering the Center:

Time Exiting the Center:

Food Information

Food to be served?

Name and telephone number of Caterer (if applicable)

Type of Food:

Insurance Information

The Town of Baldwin's insurance does not provide liability coverage for users of the Community Center. The Town encourages applicants to obtain liability insurance if they do not have this coverage.

If the applicant is a business, do you have liability insurance?	Name of Carrier: Phone:
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By signing below, the applicant and the designated contact person(s):

(a) verify that the above information is correct;

(b) agree that they will comply with the rules and regulations attached to this agreement and any conditions of approval stated below;

(c) acknowledge that if this request is approved, applicant understands that the Town of Baldwin is granting a nonexclusive revocable license to use the facilities checked above only for the dates and times specified;

(d) release the Town of Baldwin from all liability for any damage or injury to persons or property arising out of applicant's use of the facility; and

(e) agree to indemnify and hold the Town of Baldwin harmless from all liability and loss due to any such damage or injury, including, but not limited to, reasonable attorney's fees.

Signatures

Signature of Applicant: _____

Date: _____

TO BE COMPLETED BY THE TOWN OF BALDWIN

The above request to use the Baldwin Community Center is: Approved _____

Denied: _____

Rental Fee: \$ Rental fee must be paid no later than _____

Conditions of Approval:

If a certificate of insurance naming the Town as an additional insured on applicant's insurance is listed above as a condition of approval, this certificate must be received by the Town's administrative assistant no later than _____.

Signature _____ Date: _____

BALDWIN COMMUNITY CENTER RULES AND REGULATIONS

1. Each user must designate at least one contact person. Contact person(s) are responsible for ensuring that all rules and regulations and conditions of approval are followed. At least one designated contact person must be present at all times when his/her group is using the Community Center.
2. A user may not use any portion of the Community Center other than the areas checked in the Facility Use Agreement and the bathrooms across from the Town Office.
3. Alcoholic beverages and smoking are not permitted in the Community Center or on the grounds.
4. Adult supervision is required at all times for activities involving children under 18 years of age.
5. Users must thoroughly clean the areas they use (including the bathrooms), sweep, remove all trash, and return all town property, such as chairs, tables, and kitchen items, to the location where they were found.
6. Kitchen users must provide their own kitchen utensils, plates, cups, paper products, sponges, and towels.
7. Kitchen users must clean counters, sinks, appliances, floors, and kitchen accessories, turn off all appliances except the refrigerator, and remove their items from the refrigerator.
8. Users and contact persons are liable for any damaged, stolen, or missing town property.
9. If the event ends after the Town Office closes, the user must turn off all lights, close windows, lock exit doors, activate the security system, and return keys to the lock box located outside the main entrance.
10. Users that fail to comply with these rules and regulations or any conditions of approval may lose their privilege to use the Community Center.

BALDWIN COMMUNITY CENTER RENTAL FEES*

Multi-Purpose Room: \$30.00 for one hour, \$50.00 for two hours, and \$15.00 per hour for each additional hour.

Kitchen: \$20.00 for one hour, \$35.00 for two hours, and \$10.00 per hour for each additional hour.

Multi-Purpose Room and Kitchen: \$45.00 for one hour, \$75.00 for two hours, and \$22.50 hour for each additional hour.

Meeting Room: \$20.00 for one hour, \$35.00 for two hours, and \$10.00 for each additional hour.

* Fees for frequent or regular users may vary from this fee schedule.