CITY OF OLIVE HILL UTILITIES
225 Roger Patton Drive • Olive Hill, KY 41164
phone 606.286.2192 • fax 606.286.8538

City of Olive Hill
Rental Application for Senior/Community Center

This is to acknowledge that I have paid for and been granted the use of the City of Olive Hill Senior/Community Center on *(contact utility office for available dates and times)*

_____ from _____ to _____
(Day/Date) ***(Start Time)*** ***(End Time)***

By signing below I hereby agree to be bound by all terms herein, including the *"Application"* and *"Rules and Regulations" (both of which are incorporated herein by specific reference).*

Name: _____

Company/Group: _____

Physical Address: _____

Day Phone: _____ Night Phone: _____

DESCRIBE IN DETAIL THE TYPE OF ACTIVITY/EVENT YOU ARE HAVING _____

_____

EXPECTED NUMBER OF ATTENDANCE: _____

My deposit check shall be *(initial one)*

_____ Shredded

_____ picked up

Rate:

Public	**Church**
$50.00 – Rental Fee *(Non-refundable)*	$25.00 – Rental Fee *(Non-refundable)*
$50.00 – Deposit	$50.00 - Deposit

Amount Paid: $_____ Date Paid: _____

FOR OFFICIAL USE ONLY

Other: _____ Rate: $_____ Non-Profit? Yes No

My signature indicates that I have read and agree to abide by the Rental Rules and Regulations that govern the rental of this City of Olive Hill Facility.

Signature_____ Mailing Address _____

_____

Approved by _____ Date _____

(Staff)

RULES & REGULTIONS

Regulations are attached to this form

Rev. 05/09/12

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1. Failure to adhere to the terms herein and those set out in the "Rules and Regulations" shall subject an applicant to automatic forfeiture of any deposits and the event shall be subject to immediate termination.
2. ***ABSOLUTELY NO REFUNDS WILL BE GIVEN FOR ANY RENTALS.***
3. Drugs are prohibited in the facilities. Alcoholic beverages are also prohibited.
4. ***APPLICANT AGREES TO BE LIABLE FOR INJURY TO PERSON OR PERSONS OR FOR DAMAGE TO PROPERTY IN CONNECTION WITH THE USE OF THIS FACILITY/FACILITIES. APPLICANT AGREES TO HOLD THE CITY OF OLIVE HILL HARMLESS FROM ANY AND ALL LIABILITY AND TO DEFEND IT FROM ANY AND ALL CLAIMS, CAUSES OF ACTIONS, AND/OR LAW SUIT IN CONJUNCTION WITH APPLICANT'S USE OF THE SENIOR/COMMUNITY CENTER.***
5. The City of Olive Hill is not responsible for any articles left in the building, parking lot, or any accidents, either personal or to property.
6. ***ABSOLUTELY NO DECORATIONS MAY BE TAPED OR PINNED TO WALLS OR DOORS!***
7. All doors and windows must be closed and locked upon leaving. Make sure to turn out all lights and shut off water faucets.
8. Rental agreement must be signed & fees must be paid to confirm the reservation. ***Rental fees are nonrefundable.*** A $50.00 damage deposit is required. Applicant must pick up key during normal business hours the day prior to event. Failure to do so will result in forfeiture of deposit.
9. No intoxicants or smoking is allowed in the building.
10. Center ***MUST BE OCCUPIED WHILE DOORS ARE UNLOCKED!***
11. ***The renter is expected to provide all necessary information in detail of rental purpose to the City of Olive Hill.***
12. ***The renter must keep the Receipt on his/her person on the date of the rental.***
13. Return key to City Hall the next business day or place in drop box located at City Hall.
14. Kitchen use and serving food will be restricted to light refreshments and non-alcoholic beverages. (Unless other arrangements have been made.)
15. DO NOT drag tables and chairs across the floor.
16. Applicant must be at least 18 years old to apply for Senior/Community Center Rental Application. Children **MUST** be supervised at all times.
17. Center must be left in rentable condition (ex. pick up all garbage, streamers, tape, etc.). If not, the City of Olive Hill has the right to refuse refunding of deposit and not to rent the center to the applicant in the future.
18. Please sweep floors, including kitchen and restrooms. Wipe up any spills promptly.
19. Garbage must be placed in dumpster. Renters are responsible to provide their own garage bags, paper towels and toilet tissue.

RULES & REGULTIONS

Initial _____

Office Copy

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Applicant Copy