



**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:**

**Deposit**

\$50.00 – Deposit Fee *(refundable)*

**Rental Fee**

\$100.00 – Rental Fee *(Non-refundable)*

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 & REGULATIONS**

**Regulations are attached to this form**



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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 LAWSUIT 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 & REGULATIONS**

Initial \_\_\_\_\_

**Office Copy**



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**Applicant Copy**