



Application / Permit for use of The Town of Elmira Community Center

Date _____

Applicant Name _____

Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

Date to be Used _____ Time _____ to _____

Reason for Use _____ Number Attending _____

Furniture to be used:

Tables- yes _____ no _____

Chairs- yes _____ no _____

It is understood that the undersigned is responsible for use of the building by ALL attending and ALL must adhere to the following:

1. The building must be cleaned after use. Tables & chairs must be left as found (if used). All garbage must be in lined containers – we will remove from building.
THIS FEE DOES NOT COVER CUSTODIAL DUTIES!
2. When hanging decorations, you MUST use painters' tape only!!
PLEASE DO NOT use any other tape as it peels the paint off the walls.
3. **Fees:** Please check one:
Main Room (Limit 83 people)
_____ Residents- \$ 75.00 (3 hours)
_____ Non-Resident- \$100.00 (3 hours)
_____ Holiday- \$100.00 (Resident/ Non-Resident)

A \$50.00 security deposit is required with the application. This will be returned after an inspection of the facility following your event and it is deemed debris free, no damage done, and the keys are returned (if given any).

PLEASE MAKE ALL CHECKS PAYABLE TO: TOWN OF ELMIRA

The rental fee must be paid the day of the event.

NO ALCOHOLIC BEVERAGES ON THE PREMISES!! VIOLATORS WILL BE PROSECUTED!!

4. **NO SMOKING WITHIN AND AROUND THE BUILDING. THIS IS A SMOKE FREE CAMPUS!!**

5. If applicant loses the key, he/she will be responsible for the cost of replacing the locks and new keys.

6. The applicant, upon receipt of an itemized bill from the Town of Elmira, agrees to promptly pay said bill for replacement of broken, damaged, or missing articles, repairs to buildings and property on account of damages beyond normal wear and tear, cleaning or any other operations necessary to put the premises back into conditions as found by this applicant.

7. **The Park closes at 10:00 p.m. THE PREMISES MUST BE VACATED BY THIS TIME.**

8. The applicant hereby releases the Town of Elmira from any and all liability for any damage or injury which he/she may receive including all the attendees for his/her event while upon the premises herein before described and further agrees to indemnify said Town and save it harmless from all claims, demands, damages, actions, costs, and charges to which the Town may be subject or which it may have to pay by reason of any injury to any person or property or loss of life or property suffered or sustained by any person by reason of any matter, cause or thing arising out of the use by the applicant of the herein before described property of said Town of Elmira.

Signature of Applicant _____



For Office Use Only

Received by _____ Amount paid _____ Cash _____ Check # _____

Fee Paid _____ Date _____

TCC Director's Signature _____

Security Deposit Returned: Amount _____ Date _____