

Community Center Use Agreement

Name of Renter/Organization _____

Telephone Number (cell) _____ / (work) _____

Mailing Address _____

Email Address _____

City _____ State _____ Zip _____

Please check one: Resident _____ Non-Resident _____

Type of Event _____ Number of Guests Expected _____

Date of Event _____ Time (set up/breakdown time included) _____

Damage Deposit _____

Total Due _____

**Important: The rental fee will not be refunded if cancellation is less than 7 days prior to the event. Reservations are not valid until this form has been completed and submitted to the Town with all rental fees & deposits. The damage deposit is refundable within 45 days after the activity only if the facility is left undamaged, or if the reservation is cancelled 7 days prior to the date of the scheduled activity.*

The renter agrees to indemnify the Town of Farmville and hold it harmless from all damages, injuries, liabilities, losses, and expenses incurred by any person or party in any way from the renter's use or rental of the Farmville Community Center. The renter also releases the Town of Farmville from all damages, injuries, liabilities, losses, and expenses incurred by the renter in any way from the renter's use of rental of the Farmville Community Center building and equipment. The undersigned agrees to all the conditions and terms listed in the attached *Operating and Rental Policies* and agrees to be responsible for all damages to the community center and accompanying property that take place while the undersigned and any guests are occupying the premises. The renter agrees that no alcoholic beverages will be given away, sold, served nor consumed on the premises. When using the kitchen, ONLY STOVE, OVEN AND SINK are available for use during the rental time. No other appliances should be used.

Signature of Renter

Date

Town of Farmville

Date