

APPLICATION TO RESERVE THE TOWN PARK OR RECREATIONAL AREA

1. Name of the Requestor/Sponsor: _____
- a. Date submitted: _____
- b. Home Address: _____
- c. Phone number: _____
- d. Place of Employment: _____
Address of the Employer: _____
- e. Driver's License Number: _____
- f. Organization or Group: _____
- g. Date Requested: _____ between the hours of _____ & _____
- h. Information on contact person if different from above:
Name: _____
Home Address: _____
Phone: Home _____ Work _____
- i. Number of persons who will attend the event _____
- j. Reason for use: _____

2. Certifications of the requesting individual/ sponsor/ requesting party, as applicable:

I hereby certify and acknowledge my understanding of terms, agreements, requirements and fees to use Plain Dealing park facilities or recreational areas. I further acknowledge that I understand that **NO WEAPONS, ALCOHOLIC BEVERAGES, OR OTHER CONTROLLED SUBSTANCES MAYBE BROUGHT INTO OR CONSUMED IN ANY TOWN PARK, FACILITY OR RECREATIONAL AREA. I ALSO UNDERSTAND THAT MY GROUP AND I ARE SUBJECT TO SEARCH.** I accept responsibility for the actions of all participants who attend the function for which I am seeking use. I acknowledge that I am responsible to know and comply with Town Ordinances applicable to use the requested facility. I am responsible for cleaning up all trash and litter from park area.

Signature of Requestor: _____ Date: _____

3. Review and action by the Town Council: Approved _____ Disapproved _____

4. The number of uniformed security personnel required is to be determined by the Chief of Police.

5. Signature of Mayor or Police _____ Date: _____

Signature of Chief, Plain Dealing Police Department: _____

Signature of Mayor, Town of Plain Dealing: _____

**ATTENTION:
YOUR DEPOSIT
WILL BE FORFEITED
IF WE FIND ANY
WRITING OR
MARKS ON ANY OF
THE COMMUNITY
CENTER WALLS!!**

**THANK YOU!
TOWN HALL**

Guidelines Rules for Plain Dealing Community Center

1. Each lessee renting the Community Center will sign a lessee agreement prior to leasing the Center, along with payment of the lease fee and security deposit. Lessee must sign the lease agreement and rules agreement. Cancellation of reservations must be made at least two (2) weeks in advance. In order to guarantee a reservation, the full lease fee \$100.00 Personal, \$200.00 Commercial and security deposit \$50.00 Personal, \$ 100.00 Commercial must be presented with signed lease agreement as well as signed rules agreement. The lease will be approved or disapproved by the Town Council during the next regular council Meeting which occurs on the second(2nd) Tuesday of each month with expectations when Holiday's occur. Lease agreement emergencies will be at the council's discretion.
2. Reservations will be accepted up to one (1) year in advance.
3. Person requesting the use of the Community Center must be 21 years of age.
4. Person requesting the use if the Community Center must be present at all times at the function for which the Center is leased and must be the primary host of the event.
5. The Community Center will be vacated by 10:00 PM exceptions approved by council.
6. In no event shall the occupancy exceed 90 people, as set by the Fire Marshal.
7. In leasing the Community Center, the town Police Department and town employees has the right to enter and enforce all necessary and proper rules.
8. All vehicles must be properly parked in the lots provided- Improperly parked vehicles will be towed at the owner's expense- the parking lot may not be used as part of the event other than for guest parking.
9. Crowd control shall be maintained at all times. If crowd problems threated the safety of attendees your event shall be canceled immediately by the Police Department.
10. Leese may not charge fees to attendees of event without prior written approval by the Town Council.
11. Minors- For the safety and supervision, all parties for persons under 18 years of age must be chaperoned at all times, with no less than one (1) adult per seven (7) minors.
12. Leese shall occupy the leased remises at their own risk and shall indemnify the Town of Plain Dealing against any expense, loss, cost, damage, claim. Action of liability paid, suffered or incurred as a result of any breach by lessee, Lessee's agent, servants, employees, customers, visitors or licensees of any covenant or condition of this lease, or as a result of lessee's use or occupancy of the leased premises or the carelessness, negligence or improper conduct of lessee, its agents, servants, employees, customers, visitors or license.
13. No alcohol will be permitted in the center or on the center property.

14. Smoking will not be permitted within the community center.
15. No animals, except seeing eye or other therapy dogs will be allowed in the community center.
16. Weapons, firearms and/or illegal drugs are stickily forbidden in and around the Community Center.
17. Sound- Any sound, music, and/or any other noise should be kept to a level thar will not disturb the surrounding area. Lessee will be responsible for seeing that there are no loud noises from the guest either coming to or leaving the function at the center. If a noise disturbance, which results in two (2) police warnings occurs, the event will be terminated and the deposit will be forfeited.
18. Lessee signing agreement will be responsible for cleaning any areas used, including all equipment and furniture before leaving premises date of lease. Trash will be removed to the outside garbage containers. Center is not responsible for supplying cleaning supplies or chemicals.
19. Deposits shall be refunded to the lessee/ applicant after the premises has been inspected by Town. If any of the regulations set forth have not been complied with the Town may retain the deposit fees.

Name

Date