

**VILLAGE OF ATHENS FACILITY USE APPLICATION**

The use of all Village of Athens facilities shall be subject to the approval, rules and conditions of the Village Board. The Village Board meets the second and fourth Wednesdays of each month. Please submit your application at least two weeks in advance of the event.

See page two for more information. Add pages with additional information as required.

DATE APPLICATION FILED \_\_\_\_\_ DATE(S) FACILITY REQUESTED \_\_\_\_\_

FACILITY REQUESTED (CHECK OR SPECIFY) GYM \_\_\_ MEETING ROOM \_\_\_ RIVERSIDE PARK \_\_\_

RAINEY FIELD \_\_\_ OTHER (SPECIFY) \_\_\_\_\_ *(a \$25.00 key deposit is required for locked facilities)*

WHAT ACTIVITIES WILL THE FACILITY BE USED FOR (PLEASE BE SPECIFIC) \_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE NUMBER OF PARTICIPANTS: ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_

WILL PARTICIPANTS BE CHARGED A FEE? YES \_\_\_ (amount charged) \_\_\_\_\_ NO \_\_\_

IF THERE IS A FEE, WHAT WILL THE MONEY BE USED FOR? \_\_\_\_\_  
\_\_\_\_\_

WHAT KIND OF ORGANIZATION WANTS TO USE THE FACILITY? FOR PROFIT BUSINESS \_\_\_

INDIVIDUAL \_\_\_ NOT FOR PROFIT GROUP \_\_\_

OTHER (EXPLAIN) \_\_\_\_\_

WILL YOUR EVENT USE ANY AMPLIFIED SOUND OR MUSIC? YES \_\_\_ NO \_\_\_

(IF ANSWER IS YES, APPLY FOR PERMISSION WITH A SEPARATE FORM.)

**CONTACT INFORMATION**

NAME OF INDIVIDUAL OR GROUP \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

E-MAIL ADDRESS AND WEB SITE \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**I HAVE READ THIS APPLICATION AND UNDERSTAND THE RULES ON THE BACK:**

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_

## **FACILITY USE REQUIREMENTS**

1. Applications are considered by the Village Board on a "first come, first served" basis.
2. The Village Board may give tentative approval, subject to the requestor providing any fees, deposits for possible damage, proof of insurance or hold harmless agreements required by the Board. These may be required on a case by case basis and can be provided with the application or provided to the Village Clerk if there is a tentative approval.
3. The Village Board may revoke permits to use Village property. In the event of inclement weather, the Mayor or the Mayor's designee has the final word on whether outdoor facilities are usable. If outdoor facilities are not safe for use, or if the use would damage or destroy the facilities because of weather, the Mayor or their designee can cancel the permit.
4. Alcohol, illegal drugs and intoxicants shall not be brought onto Village property, unless the requestor has received specific approval from the Village Board to allow alcoholic beverages. Any requests for events with alcoholic beverages must explain what controls will be in place to prevent underage and excessive drinking by attendees.
5. All posted rules on Village property must be followed.
6. Requestors are responsible for cleaning up when the event is over. Facilities are to be left in the condition in which they were found.
7. Any damage to Village property is to be reported to the Village Clerk as soon as possible. Users of village facilities may be financially responsible for any damage to village property
8. Profanity, objectionable language and disorderly acts are discouraged. Children must be supervised at all times by responsible adults.
9. Uses of Village property that are not specifically authorized by the Village Board is prohibited. Any change of intent for use of village property must be approved by the village board.
10. At the discretion of the village board, the facility use agreement with an individual or organization may be reviewed at three month intervals.

## **FEES**

Residents of the Town and Village of Athens are not required to pay a fee for the use of village property unless there is a fee charged to participants. Non-residents are charged \$75 a day for the use of the park. There may be a fee for use of other village facilities depending on use agreement.

The Village Board may require other fees, charges, damage deposits, proof of insurance, and hold harmless agreements for the use of Village property as the board deems appropriate.

## **HOLD HARMLESS AGREEMENT**

The undersigned is over 18 years old and has read the VILLAGE OF ATHENS FACILITY USE APPLICATION and the rules and agrees to comply with the rules. He or she agrees that they will be responsible to the Village of Athens for the use and care of the facilities. He or she,

on behalf of themselves and the users of the Village of Athens property that they represent, also hereby agrees and covenants to defend, indemnify and hold harmless the Village of Athens from and against any and all liability loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Village's property, facilities and/or services.

Signature of Individual or Organization's Representative:

\_\_\_\_\_

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Title or Role With Organization (If any): \_\_\_\_\_

Address (If different from application): \_\_\_\_\_

Phone Number (If not on application): \_\_\_\_\_

E-Mail Address (If not on application): \_\_\_\_\_