

# VILLAGE OF RANDOLPH

248 WEST STROUD STREET

920-326-4600

## MUNICIPAL BUILDING: USE OF COMMUNITY ROOM AND KITCHEN

### APPLICATION FOR USE

#### APPLICANT INFORMATION

Name of Group or Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### SCHEDULING INFORMATION:

Date of Requested Use: \_\_\_\_\_ Time of Requested Use \_\_\_\_\_

Purpose: \_\_\_\_\_ Number of People \_\_\_\_\_

~\$200.00 security deposit is required at the time of application to hold the reservation~

#### Facility Requested

- Small Meeting Room
- Community Room
- Kitchen
- Public Address System

#### Resident Non-Resident

\$20.00	\$20.00
\$100.00	\$150.00
No Charge	
\$75.00	\$125.00

*Keep children off counters, out of the flowers and off the wall. They do not belong in any of these areas.*

#### ACKNOWLEDGEMENTS BY APPLICANT

Applicant acknowledges that they are requesting the use of a municipally-owned facility and that the applicant is liable for any damages to the facility and/or injuries and damages caused by or to themselves, the members of their group and those persons from the general public who they invite, as well as any person who may claim damages as a result of the actions or events which take place in the rented facility. This liability specifically includes obligations that may arise as a social host provider of alcoholic beverages and applicant specifically acknowledges that they will hold the Village harmless for claims by any person against the Village as a result of the applicant's use of the facility.

\_\_\_\_\_  
Applicant Initial Here

Applicant acknowledges the policies and procedures established by the Village for the use of the facility, a copy of which Policies and Procedures are attached hereto and receipt of which is hereby acknowledged. **Deposits are non-refundable to applicants who cancel within 30 days prior the scheduled rental. Deposits made in cash will need to be picked up at the Village Hall within 30 days of the scheduled event or the deposit will be subject to forfeiture.** Alcohol served from bulk containers is prohibited. Special notice is given to "No Smoking" in public building. Violation means forfeiture of part or all of security deposit. A late charge of \$100.00 will be withheld from the security deposit if a party is not out of the Village Hall by midnight.

\_\_\_\_\_  
Applicant Initial Here

#### SIGNATURE OF APPLICANT

By: \_\_\_\_\_ DATE \_\_\_\_\_

Request Approved:  Yes  No

Date of Approval: \_\_\_\_\_

\_\_\_\_\_  
For Office Use Only

Deposit: \$200.00

Date Paid: \_\_\_\_\_

Rental: \$100.00 / \$150.00

Date Paid: \_\_\_\_\_

Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Deposit Returned:  Yes  No

Date Returned: \_\_\_\_\_