

Creston Community Center Use Agreement

1. Keys are to be picked up at the Creston Police Department Monday thru Friday 8:00am-4:30pm unless otherwise informed.
2. The applicant shall be responsible for the conduct of all people attending the function. No activity which is prohibited by local ordinances shall be permitted. Local ordinance prohibits smoking, drugs or alcohol use in the Community Center.
3. Orderly parking of vehicles is the responsibility of the renter. The municipal parking lot behind the building is available for use to all guests. If additional traffic or crowd control is needed, payment for such shall be assumed by the renter.
4. Payment for damage to the Community Center, the equipment inside or any other Village property will be the responsibility of the renter. The Community Center will be inspected after each use for damage as well as cleanup. Repairs/replacements will be paid by the applicant upon presentation of a bill.
5. Two responsible adults, over the age of 21, shall be present for the duration of the entire event.
6. The Community Center facilities will close at 11:00 pm unless otherwise approved. No person shall be permitted to remain within the confines of the Community Center after 11:00 pm unless special permission is given.
7. The applicant agrees to indemnify and hold the Village of Creston harmless as a result of any claim resulting from the lessee's use of building equipment or other Village property.
8. Conditions of the building should be restored to the condition it was in, or better, after each rental. If a problem exists prior/during the rental, notify the Police Department at 330-435-6021 Option #2 then Option #1.
9. All of the tables and chairs are to remain inside the building and should be cleaned before storing them. (Note the diagram on the closet door.)
10. No nails, staples or other fasteners will be used on or in the Community Center. All decorations, including tape used on doors and windows will be removed by the renter prior to leaving the center.
11. Prior to leaving the renter is responsible for **sweeping, removing all trash from the premises, cleaning the service area, resetting the thermostat to the proper setting, turning of the fans and lights, making sure both doors are locked, and returning the key to the dropbox outside of the Police Department.**

Applicant Name: _____

Applicant Address: _____

Activity being held: _____ **Reservation Date:** _____

Phone Number: _____

OFFICE USE ONLY

APPROVED _____

DATE _____

