

Your Community Center reservation is from 8:00 AM and 10:00 PM on the day of your reservation. This means the building must be cleaned and vacated by 10:00 PM. The City of Greenland has a noise ordinance, and you will be ticketed if music or any noise is playing after 10:00 PM.

Keep noise and music to minimum.

THE USE OF TOBACCO AND ALCOHOL WILL NOT BE TOLERATED; NOR WILL VIOLENCE OR ANY SORT OF DISTURBANCE. BE RESPECTFUL OF RESIDENTS THAT LIVE IN THE NEIGHBORHOOD.

The city does NOT provide cooking utensils, dishes, pitchers, or cleaning rags. You are welcome to use what is there, but please leave it as you found it.

Youth groups using the building must have at least one responsible adult over the age of 21.

You are paying for the use of the building and the utilities.

You will be responsible for the following:

1. Wipe off table tops, counter tops, and stove in the kitchen.
2. Sweep the floor with the dust mop.
3. Wet mop any spills.
4. Take out all the trash, including the kitchen and bathrooms. Replace the trash liners.
5. Put trash in the dumpster behind the building outside the roll-up door.
6. **Leave two (2) tables with eight (8) chairs at each table set up.**
7. Put the remaining tables and chairs on the racks provided.
8. Make sure the toilets and urinals are flushed and the faucets are all off.
9. **Turn the air conditioner to 75 or the heat to 65.**
10. Turn off all the lights.
11. Lock all the doors.

The key must be returned to City Hall.

YOU ARE RESPONSIBLE FOR ANY DAMAGE TO THE BUILDING AND ITS CONTENTS.

**CITY OF GREENLAND
COMMUNITY BUILDING RENTAL AGREEMENT
AND APPLICATION FOR USE FORM**

Thank you for selecting the Greenland Community Building for your event. To insure that your event will go smoothly, the City requires that a walk-through of the facility be performed prior to the event and after the event. During the walk through, any questions regarding the operation of the facility will be explained and any special needs can be discussed with the city staff.

AGREEMENT AND CONDITIONS:

- 1) Applicant agrees that the Building, including the kitchen, bathrooms, stage, and outdoor areas are rented in clean and good condition, intact and in working order. All applicants have the right to check the premises and make notations as to the conditions of the premises. All applicants are encouraged to do a walk through and inspection of the premises. Failure to do so, the applicant waives the right to any claims for damages which may have existed prior to the applicant's use of the facilities.
- 2) Applicant agrees to leave the Building and all facilities in clean condition. All items such as tables, chairs, kitchen utensils etc. shall be put away or restored to original positions according to the city staff. Under no circumstances will city equipment be removed from the facility. The individual or organization granted use of the facilities will be held responsible for any loss or damage to the property caused by such use. A FEE OF EQUAL REPLACEMENT WILL BE CHARGED.
- 3) ABSOLUTELY NO STAPLES, NAILS, PUSH PINS OR OTHER TYPES OF FASTENERS OR DUCT TAPE WILL BE USED TO HANG DECORATIONS ANYWHERE IN THE BUILDING, NO EXCEPTIONS. Please check with the city staff for types of tape or hangers to be used (only blue painters' tape may be used).
- 4) ABSOLUTELY NO MOTORIZED VEHICLES OR HAY ALLOWED INSIDE THE BUILDING. NO ROLLER SKATES, SKATEBOARDS OR ROLLER SHOES ALLOWED.
- 5) ABSOLUTELY NO SMOKING IN THE BUILDING. By law this is a Non- Smoking Facility
- 6) ABSOLUTELY NO ALCOHOLIC BEVERAGES ON THE PREMISES.
- 7) DEPOSITS: No deposit is required.
- 8) RENTAL PAYMENT: A separate payment in the form of a personal check, cash, or money order is required for the rental of the facility. If your event is cancelled, please notify City Hall immediately so the facility may be available to others.

9) FACILITY USAGE:

Daily Rate: \$150.00

- A) Date of Application: _____
- B) Name of Applicant/Lessee: _____
- C) Address: _____
- D) Phone Number: _____
- E) Date of Event: _____
- F) Type of Event: _____
- G) Name of Sponsoring Organization: _____
- H) Contact Person: _____
- I) Clean Up Person: _____
- J) Private Event: Yes ___ No ___ Open to Public: Yes ___ No ___

10) The lessee agrees to provide a legal defense and to indemnify and hold harmless and free from liability the City of Greenland, its officers, agents, servants or employees from any and all claims for damages, demands, costs, or expenses which the lessee shall become obligated to pay by reason of liability imposed by law because of injury to property or injury to or death of persons received or suffered by reason of any act, omission or negligence of the lessee, or arising from any accident or injury, in connection with or attributable to the operation, maintenance, use or occupation of the premises by lessee.

11) The lessee is responsible, or the applicant representing the lessee is responsible, agrees to pay any costs incurred in repairing or replacing damaged city equipment or facilities.

12) If applicant purports to be the representative of any group, he/she hereby affirms that he/she is empowered to bind said group to this agreement.

13) The lessee shall execute and have every participant of the lessee's party execute the attached Release and Hold Harmless Agreement and Agreement not to Sue.

APPLICANT:

Dated: _____

Signature of Applicant/ Lessee

Print Name

CITY:

Dated: _____

Signature of City Employee:

Print Title

RELEASE AND HOLD HARMLESS AGREEMENT
AND AGREEMENT NOT TO SUE

I, _____ fully understand that my participation in the _____ (hereinafter "event/class") exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue the CITY OF GREENLAND, ARKANSAS and its officers, agents and employees for any injury, death or damage to or loss of personal property arising out of, or in connection with my participation in the event/class from whatever cause, including the active or passive negligence of the CITY OF GREENLAND and its officers, agents and employees, or any other participants in the event/class.

I HAVE CAREFULLY READ THIS RELEASE AND HOLD HARMLESS AGREEMENT AND AGREEMENT NOT TO SUE THE CITY OF GREENLAND, ARKANSAS AND ITS OFFICERS, AGENTS AND EMPLOYEES AND FULLY UNDERSTAND ITS CONTENTS.

I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND I AM SIGNING IT ON MY OWN FREE WILL.

DATE: _____

Signature

Parent/Guardian if under age 18