

**HOPKINS HALL RENTAL APPLICATION**

**POLICY**

It is the policy of the City of Lake Helen to charge a rental fee (includes insurance fee) and a security deposit fee for the use of city facilities. The Lake Helen City Commission may approve specific individuals, clubs, groups, or organizations to use a city facility at a modified fee. However, a security deposit shall always be required.

**REQUEST**

Hopkins Hall Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Name of Org./Group/Individual: \_\_\_\_\_

Address of Org./Group/Individual : \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Function: \_\_\_\_\_

Estimated Attendance for Function: \_\_\_\_\_

*A completed Facility Request Application, Security Deposit and Rental Fee shall be submitted to City Hall, within three working days of request, in order to reserve a city facility. In the event of scheduling conflicts, the City reserves the right to cancel or change facility rental arrangements or venues.*

Hopkins Hall Rental:	<input type="checkbox"/> Half Day (4 hours)	\$150.00
	<input type="checkbox"/> Full Day (8 hours)	\$300.00
Additional Rental areas:	<input type="checkbox"/> Library/Porch Room (4 hours)	\$ 50.00
	<input type="checkbox"/> Library/Porch Room (8 hours)	\$100.00
Requested Equipment:	<input type="checkbox"/> 72" Round Tables	\$ .00
	<input type="checkbox"/> 60" Rectangular Tables (if available)	\$ .00
	<input type="checkbox"/> Folding Chairs	\$ .00
<b>TOTAL RENTAL FEE:</b>		<b>\$ _____</b>

Hopkins Hall Deposit:	<input type="checkbox"/> Half Day (4 hours)	\$150.00
	<input type="checkbox"/> Full Day (8 hours)	\$300.00
	<input type="checkbox"/> Library/Porch Rooms	\$ ____ .00
<b>TOTAL DEPOSIT:</b>		<b>\$ _____</b>

Security Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 Rental Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

I have read the policy and procedures regarding use of the above facility for my own purposes and/or on behalf of the above referenced organization or group. I and/or my organization or group will be responsible for leaving the facility clean and orderly. If requesting on behalf of an organization or group, I hereby represent that I have full authority to do so. I will ensure that participants conduct themselves in an orderly manner and agree that the consumption of alcohol beverages will not take place while on public property. I hereby agree to the terms of compensation for damages (if applicable) as stated on Form # 160, attached to this application. I hereby assert that no claim or demand will be made against the City due to any act, omission, accident or injury that may occur during use of Hopkins Hall and agree on my own behalf and/or on behalf of my organization or group to indemnify and hold the City harmless from any claim, demand or damages and any fees costs and charges of any nature whatsoever including, but not limited to, legal and attorney fees at every level because of such accident or injury during use of said facility. Either I and/or my above-reference organization have adequate resources to fund the above-stated indemnification.

\_\_\_\_\_  
 Signature of person responsible \_\_\_\_\_  
 Date

## HOPKINS HALL USE CHECKLIST

A pre-use inspection of the Facility will be made with the renter and the City Facility Coordinator at the time the key is picked up. A Facility Use Checklist will be used for this purpose and signed by the renter and the city agent. Any discrepancies between pre-use conditions will be noted on this checklist and the cost of correcting those discrepancies will be deducted from the damage deposit (see Damage Repair/Replacement Form #190).

DATE OF RENTAL USE: \_\_\_\_\_

ORG./GROUP/INDIVIDUAL: \_\_\_\_\_

Checklist Item:	Pre-Use Condition	After-Use Condition
Floors	_____	_____
Tables/Chairs	_____	_____
Stove/Oven	_____	_____
Refrigerator	_____	_____
Sinks	_____	_____
Rest Rooms	_____	_____
Outside grounds	_____	_____
Overall	_____	_____
Comments	_____	

Pre-Use Check: \_\_\_\_\_ Key # Sign Out: \_\_\_\_\_  
 \_\_\_\_\_  
 City Facilities Coordinator Signature Date

After-Use Check: \_\_\_\_\_ Key # Return: \_\_\_\_\_  
 \_\_\_\_\_  
 City Facilities Coordinator Signature Date

**IMPORTANT:**

1. Posters, decoration, etc. shall not be taped, tacked or affixed to walls, ceilings, doors or woodwork.
2. Heavy objects must not be moved across the floors without adequate protection to the floor.
3. There shall be no activities such as clog dancing, square dancing or other activities of a nature that would be damaging to the floor beyond normal wear.
4. No alcoholic beverages allowed.
5. The piano shall not be moved or used without City Hall consent. Leave cover on and do not place anything on top of the piano.
6. The thermostat shall not be reset or tampered with.
7. Facility and grounds are to be left clean (cleaning supplies are available) :
  - a. All floors must be swept and cleaned with a damp mop.
  - b. If kitchen facility is used, the sink & appliances must be left clean; trash removed.
  - c. Bathrooms must be left clean; trash removed.
  - d. Chairs and tables must be wiped clean if necessary.
  - e. Tables must be stacked top to top / bottom to bottom to prevent damage to the tables.
  - f. Please stack chairs as carefully and neatly as possible.
  - g. Check grounds around facility and remove any trash.
6. Hopkins Hall keys must be returned to City Hall the morning of the next business day after facility use. There is, also, a drop box located on the south side of City Hall on Park Street.

Security Deposit Return: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

If No; Reason: \_\_\_\_\_