

**Mark Twain Community Corporation Center [MTCC]  
for the Mark Twain Community of Storey County**

MT Community Center 'Request for Use' Form

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NOTE: *A two-week advance notice is required for all requests.*

Name of Organization: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_: Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time of Day: from \_\_\_\_\_ to \_\_\_\_\_

Number of People Expected: \_\_\_\_\_ Person in Charge: \_\_\_\_\_

Number of Chairs Needed \_\_\_\_\_ Number of Tables Needed \_\_\_\_\_

Will FOOD be served: YES or NO?                      Use of Kitchen Required: YES or NO?

Will ALCOHOL be served: YES or NO?

Does this Organization have a LIQUOR LICENSE: YES or NO?

Is a Sheriff's deputy needed for this event? YES or NO?

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I have read the policies and regulations governing the use of the **Mark Twain Community Center** (as they pertain to all restrictions I assure the MTCC Board that all policies will be observed and that organization of persons using the Center will assume all responsibility for any damage or loss.

I understand that our/ my scheduled event may be canceled should an emergency arise, which will be declared by the Chairman of the MTCC.

HOLD HARMLESS CLAUSE: *The user of this facility is the responsible individual and agrees to indemnify, defend and HOLD HARMLESS Storey County, its commissioners, officers, employees, volunteers, and the MTCC from all costs, expenses and damages for liabilities arising from the use of this facility or the use by persons invited to use the facility by the applicant and their organization.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ [if different]

**Official Use Only:**

Deposit Required? YES or NO? Amount: \_\_\_\_\_ Deposit Waived \_\_\_\_\_

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**MTCC Facilities Manager's Review and Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**MTCC Scheduling Manager's Review and Comments:**

\_\_\_\_\_  
\_\_\_\_\_

**Mark Twain Community BoD Members' Signatures:**

\_\_\_\_\_, Chair Date: \_\_\_\_\_

\_\_\_\_\_, Secretary Date: \_\_\_\_\_

**Policy For Use of Mark Twain Community Center**

The *Mark Twain Community Center* belongs the community as a whole. Prudent use and management of this facility outside of the regular operating schedule, allows the community to benefit more broadly from the use of its own property.

The community will permit the use of the *Mark Twain Community Center* when such permission has been requested in writing and approved at a regular scheduled MTCC Board meeting by a majority of the members.

The use of the *Mark Twain Community Center* shall not be granted for the advantage of any commercial or profit making organization, partisan political activity, or any purpose, which is prohibited by law. Use of the facility shall be on a first come basis. Earliest date on the requesting letter or of personal appearance before the MTCC Board with request, shall take precedence.

The MTCC Board may refuse to grant the use of the *Mark Twain Community Center* whenever, in their own judgment there is good reason why permission should be refused. They shall not be required to state a reason for refusal. Tobacco products and other paraphernalia are prohibited at all times in the facility. No one may bring alcoholic beverages on the premises without prior approval of the advisory council. All *MT Community Center* use shall comply with state and local fire, health, safety and police regulations.

Use of the *MT Community Center* on holidays shall be for the express purpose of community celebrations.

Use of the *Mark Twain Community Center* (i.e. chairs, tables, and kitchen) in conjunction with the use of the facility must be specifically requested in writing and may be granted by the procedure by which permission to use the facility is granted. The user of the property afore mentioned must accept liability for any damage or loss of such property that occurs while in use as requested. No such property shall be removed from the premises for any purpose without prior approval from the MTCC Board.

A cash deposit of \$50.00 for general use with food served and a \$100.00 deposit if alcohol is served will be required prior to the date of the event. If the facility is left in good condition, the deposit will be refunded. If the center needs to be cleaned after the event, the deposit shall be forfeited. The deposit may be waived at the discretion of the Advisory Council.

The **Mark Twain Community Center** Board shall require that all users of the Community Center comply with these policies. Each user shall present evidence of the purchase of organizational liability insurance, to the limit prescribed by the rules.

Authorization of the Mark Twain Community Center shall not be considered as endorsement of or approval of the activity, person, group, or organization, nor the purpose they represent.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the binding act in deed.

Name of USER Organization: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

**MTCC** Authorized Signature:

NAME: \_\_\_\_\_

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

Signature of Advisory Council Member – Chairman/Secretary \_\_\_\_\_

Note: Certificate of insurance shall be in original form. No photocopies or faxed copies shall be accepted. The authorized person(s) shall sign it in ink.

POST COMMENTS of REVIEW:

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Would you recommend this organization as a future user of this facility? YES or NO?

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

[7-27-13-r]