

Mark Twain Community Center [MTCC]
For the Mark Twain Community of Storey County

Mark Twain Community Center 'Use Permit' Form

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

Name of Organization: _____

Applicant's Name: _____ Cell / Home Phone: _____

Mailing Address: _____

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?

Private Event

For Profit

Non-Profit

Fee per use: \$25.00

Fee per use: \$50.00

Donation Only.

Policies For Use of Mark Twain Community Center

A fee per the scale above will be required for use of the facility. In addition, a cash deposit of \$25.00 for general use will be required prior to the date of the event. If the facility is left in good condition, the deposit will be refunded. Sweeping the floor and the removal of trash, in addition to any other cleaning needs is required per rental session. If the center needs additional cleaning beyond that of the renter then, the deposit shall be forfeited. The deposit may be waived at the discretion of the Advisory Council.

Alcohol and smoking are not allowed on the premises.

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 use of the **Mark Twain Community Center** shall not be granted for 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. Alcohol, tobacco products and other paraphernalia are prohibited at all times in the facility. All **Mark Twain Community Center** use shall comply with state and local fire, health, safety and police regulations.

Use of the **Mark Twain 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.

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.

I have read the policies and regulations governing the use of the **Mark Twain Community Center**. 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: _____
