



## COMMUNITY CENTER USE APPLICATION

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ ☐ am ☐ pm until \_\_\_\_\_ ☐ am ☐ pm

Type of Event \_\_\_\_\_ # Attending \_\_\_\_\_

Facility Requested (Circle one): J. RAY SHUTE WINCHESTER DICKERSON  
OLD ARMORY (OACC) SUTTON PARK BAZEMORE ACTIVE ADULT (PBAAC)

Contact Person \_\_\_\_\_ City Resident \_\_\_ Non-City Resident \_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone/Business Phone \_\_\_\_\_

Name of Group/Event/Company \_\_\_\_\_

\_\_\_ Internal Organization \_\_\_ Organization with valid Non-Profit status (Proof of Non-Profit required) (Check if applicable only)

Charges: 50% of rental fee due at time of reservation. Balance is due 30 days prior to rental.

Meeting Room	\$ _____
Multi-Purpose Room (OACC and PBAAC)	\$ _____
Hourly Fee	\$ _____
Community Center Shelter	\$ _____
Total Amount Due	\$ _____

Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued.

*I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.*

*The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident, illness (communicable diseases such as MRSA, influenza and COVID-19) or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.*

***The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my deposit and/or other charges. Cancellations are subject to a 10% administration fee. Full refunds, minus administration fee, if cancelled 30 days prior to use. After that date, 50% (minus administration fee) will be issued. I certify that the undersigned is at least 21 years of age.***

Today's Date \_\_\_\_\_ Signature \_\_\_\_\_

ADMINISTRATIVE USE ONLY: Permit#: \_\_\_\_\_

Certificate of Insurance (If applicable): \_\_\_\_\_ Temporary Use City Permit (If applicable): \_\_\_\_\_ Receipt#: \_\_\_\_\_

Payee: \_\_\_\_\_ Cash/Credit Card/Ck# \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

8/16/2023

## FACILITY FEES AND REGULATIONS\*\*\*

Type of Space	Occupancy	Time Frame	City Resident Fee	Non-City Resident Fee
Meeting Room	50	Daily (4 hours)	\$50.00	\$75.00
Meeting Room	50	Hourly (After 4 hours)	\$10.00	\$20.00
Multi-Purpose*	135	Daily (6 hours)	\$400.00	\$500.00
Multi-Purpose*	135	½ Day (4 hours)	\$300.00	\$400.00
Community Center Shelter**	75	Daily (8 hours)	\$120.00	\$150.00
Community Center Shelter**	75	½ Day (4 hours)	\$70.00	\$95.00

\* Multi-Purpose Rooms are located at the Old Armory Community Center and the Phil Bazemore Active Adult Center

\*\* Community Center Shelters include shelters located at Sutton Park, Dickerson and Old Armory Community Centers. Meeting room within the community center is included for restroom access.

\*\*\* Community Centers are not available for events that are open to the public.

### Facility Rental Regulations

- Any outside vendor (DJ, caterer etc) associated with your rental must be approved by the appropriate department and included in the rental. Additional permits and a certificate of insurance may apply.
- Any flyers advertised for any private event cannot contain the City of Monroe Logo.
- Large rental items or large items used during the rental (smokers, large grills etc) must be approved by the appropriate department. Most park facilities have grills on site. Inflatables are only allowed at facilities that offer outdoor rentable spaces (outdoor picnic shelters). Please check with specific facility to ensure inflatables are allowed at that particular facility. Inflatables, including bounce houses, require additional permits, including a certificate of insurance listing the City of Monroe as additionally insured, if permitted. Additional equipment, including generators, may be required at the expense of the renter.
- Parks and Recreation facilities are available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
- No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain. Fundraising events permitted only for approved non-profit (501c3) organizations. Any fundraising event must be a private event and invitation only.
- Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of guests.
- Renter must leave the facility as it was found. Trash should be placed in receptacles. Tables and chairs must be cleaned and left as the renter found them.
- Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is to be used on the walls.
- Failure to leave any park facility or amenity as you found it could result in suspending the responsible parties ability to reserve for future functions.
- All functions must begin at the designated time listed on the facility use application. SET UP AND BREAK DOWN TIME MUST BE INCLUDED IN THE RENTAL TIME. INDIVIDUALS WILL NOT BE ALLOWED TO ACCESS THE BUILDING BEFORE THE TIME STIPULATED ON THE FACILITY USE

APPLICATION. ADDITIONAL FEES WILL BE CHARGED TO INDIVIDUALS WHO STAY PASSED THE TIME STIPULATED ON THE FACILITY APPLICATION FEE.

11. Renter must have a copy of the approved permit at the time of their event.
12. Person listed on Usage Application must be present at the facility for the duration of their rental.
13. Outdoor space, including parking lots, at City Community Centers are not available for rental for special events.
14. Use of alcohol and tobacco products are strictly prohibited.
15. No stages of any kind are permitted unless prior authorization is given and noted on your rental form.
16. Reservations cannot be made outside of a year in advance.

***Specific regulations require certain permits in addition to the parks and recreation facility permit. Checking yes to all or some of these items may require more action before the application can be approved.***

**Do any of the following items pertain to your request?**

**The use of amusement attractions including inflatables:** YES NO

**Will concessions be made available:** YES NO

**Large items of equipment, including rental equipment:** YES NO

**Fee associated with reservation?:\*** YES NO

\*(Permitted for Non-Profit Use Only; i.e. Tickets sold, sponsors, donations)

**ADMINISTRATIVE USE ONLY:**

Permit required: Health Department City Permit Parks and Rec Permit ONLY

Appropriate Permit Received YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Certificate of Insurance YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_