GYMNASIUM RESERVATION APPLICATION

*(Must be received at City of Green Lake at least **15 days** before event.)*

Name or description of event:			
Sponsoring organization or individual: ☐ N/A			
Contact person: (First Name Last Name)			
Contact phone number:	Contact address:		
Date(s) of event:		Hours of use: ☐ AM ☐ PM to ☐ AM ☐ PM	
Max # of people at entire event:		Max # of people at any given time:	

APPLICANT RESPONSIBILITY:

- Application to use the gym must be received by City of Green Lake at least **15 days** before the event.
- A $100/event deposit fee must accompany application.
- Applicant must be at least 18 years of age or older.
- A $5 fee will be charged for each for-profit vendor; not-for-profit groups are exempt from paying the vendor fee.
- Consumption of food and drink are only allowed on the stage area.
- Street shoes are not allowed on the playing court. Please advise all players to carry court shoes into the gym.
- Floor must be dust mopped before and after each use. Gym must be cleaned up immediately after the event.
- Bathrooms must be cleaned immediately after the event.
- Make sure doors are securely shut; windows closed and are locked after use.
- All minor children must have adult supervision at all times.
- Smoking or alcoholic beverages are NOT allowed on premises.
- The cost of any service performed by the Public Works Department will be deducted from the deposit.
- The deposit will be returned to applicant after inspection of the gym by the Department of Public Works after the event has concluded.

APPLICANT PROCESS:

Non-profit groups (including service organizations) ☐ yes ☐ no
(If yes, $25/day maintenance fee must be included, non-refundable)

Profit groups ☐ yes ☐ no
(If yes, 20% of total proceeds over course of event for maintenance fee)

Vendors selling at event ☐ yes ☐ no
(If yes, $5/per vendor must be included, non-refundable)

Special needs/requirements ☐ yes ☐ no
(If yes, please list special needs/requirements on the reverse side of document)

FEES:

$ _____ Deposit ($100/event)

$ _____ Maintenance ($25/day – non-profit; 20% of proceeds – profit)

$_____ Electricity Fee ($5 x ____ outlets)

$_____ For-Profit Vendor Fee ($5 x ____ vendors)

$_____ City Equipment Set-up ($20/hour labor fee)

$_____ TOTAL FEES

AGREEMENT:

Applicant specifically agrees that such use shall be in conformity with the rules and regulations propounded or to be propounded from time to time by the City of Green Lake. Failure to follow these rules will result in the termination of the user's permit and forfeiture of the deposit. Such applicant further specifically waives on behalf of themselves and all other members of this group, any responsibility of the City of Green Lake, a Municipal Corporation, for any injuries sustained while utilizing the premises, including members of the general public in attendance, and further agrees to indemnify the City of Green Lake from any damages or causes of action which may be brought against the City in relationship to such use.

Applicant Signature: _____ ***Date of Application:*** _____

Office Use ONLY:

Rec'd ___/___/___ Amt Pd $_____ Receipt #_____ Clerk/Treasurer Signature

Referred to City Council on ___/___/___

Condition of gym AFTER event: ☐ excellent ☐ good ☐ fair ☐ poor Comments: _____

Return of Deposit: ☐ yes ☐ no Amount Returned: $_____ Date: ___/___/___

Refund Approved by the Director of Public Works _____ Date: ___/___/___