GREEN LAKE CITY GYMNASIUM RESERVATION APPLICATION

Name or description of event:		
Sponsoring organization or individual:		**Contact person:**
Date(s) of event:	**Hours of use:**	**Contact phone number:**
Max # people at entire event:	**Max # people at any given time:**	**Contact address:**

☐ *Special needs/requirements are listed on the reverse side of this document.*

APPLICATION PROCESS:

☐ Application must be received at City office at least 15 days prior to event.

☐ Recreational groups may be exempt as determined by the Public Buildings and Grounds committee.

☐ Public Buildings and Grounds committee will determine if usage is appropriate for gym.

☐ A $100 /event deposit fee must accompany application.

☐ Non-profit groups (including service organizations) must also include $25 /day maintenance fee, non-refundable.

☐ Profit groups will pay 20% of total proceeds over course of event for maintenance fee.

☐ Vendors will sell at this event.

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**

APPLICANT RESPONSIBILITY:

- Application to use the gym must be received by the City of Green Lake at least 15 days prior to the event.
- 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 and windows are locked after use. Promptly return gym keys to City Hall on the next business day after the event.
- All minor children must have adult supervision at all times.
- Smoking or alcoholic beverages NOT allowed on premises.
- The cost of any service performed by the Public Works Department will be deducted from the deposit.

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 management officer of 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.

_____ *Date of Application:* _____

Applicant Signature

Below for office use only.

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

Referred to Green Lake City Council on __/__/__

Application approved by _____ on __/__/__

Conditions of gym AFTER event: ___ excellent ___ good ___ fair ___ poor Return of deposit: ___ yes ___ no

Comments:

Itemized deductions:

CITY OF GREEN LAKE
PO BOX 216
GREEN LAKE, WI 54941

Amt Returned: $_____ Date: __/__/__

_____

SIGNATURE - Director of Public Works