

CITY OF NORRIS

FACILITY RESERVATION APPLICATION

Reservations may not be made more than 60 days in advance.

Applicant Information: Reservations for the Community Building require a \$100 security deposit*

Name:	Email:
Phone Number:	Group Affiliation**:
Address: DL# _____	OFFICE USE ONLY: <u>Please see instructions below*</u> Fee Amount: \$ Date Paid: / / Receipt#: Cash / Card / Check# Deposit Paid on: / / CHECKS ONLY DESTROY CHECK <input type="checkbox"/> PICK-UP CHECK <input type="checkbox"/>

*Any 501(c), 503(b), 527, Federal, State, or Subdivision of the State with verifying confirmation of status will be allowed to use the facilities listed above at no cost for any expressed purpose not engaged in fundraising.

**If this is a corporate, or non-profit event, a hold harmless must be signed and proof of insurance given to the City of Norris office prior to the date of event.

Facility Reservation Information

Is this a recurring event? Yes No

Location / Description	Date	Start Time	End Time	Daily Rate
Community Center - Meeting Room 20 Chestnut Drive				\$125.00 for 5 hrs / \$20 ea additional hour
An ideal meeting room for groups of 20-40 people. Eight-foot folding tables and padded chairs are available. The kitchen is available for use and it comes equipped with a refrigerator, stove, microwave, coffee pot, and dishwasher.				
Community Center - Gym 20 Chestnut Drive				\$125.00 for 5 hrs / \$20 ea additional hour
The gym is 6,300 square feet of floor space. Ideal for dances, parties, or meetings of up to 200 people. The Gym also offers the following equipment; metal folding chairs, eight-foot tables and a 12 X 16 stage.				
Lions Pavilion - 5 Norris Square				\$60.00 for 5 hrs / \$20 ea additional hr
The outdoor covered shelter with restroom facilities is 54 ft. by 54 ft. and can accommodate large groups. Lighting is provided for evening activities. Picnic tables with attached seats are available for group use; electrical outlets are located at each end of the pavilion. Restrooms are available approximately April 1st through October 31st , and are winterized approximately November 1st through March 31st . The McNeeley Building restrooms are available year-round with the key check out at the Public Safety Building.				

***Deposits (Cash or Check Only):**

Security Deposit – Form of Payment.

- A refundable security deposit of \$100 is required and must be paid by **personal or cashier’s check** (no cash accepted) **one business day prior to the event.**
- Security Deposit checks will **not be deposited** unless damage, cleaning, overtime, or other charges are assessed under this agreement. If no charges are assessed, the City will **destroy the undeposited check** or make it available for pickup within two business days after the event.

Damages- READ AND SIGN BELOW:

If you, or your group, cause damage to any facility that you are renting, please inform Norris Public Safety immediately at 494-0880. In addition, we ask that you call the city office the next business day at 865-494-7645.

The Lessee agrees to honor and enforce these facility rules:

1. There will be **no alcoholic beverages** consumed or brought on site on this public property. Food, Gum, and Glass items are prohibited if the gym is part of the lease.
2. The Lessee will not allow excessive horseplay or inappropriate use of the equipment, facility, or structure. *(Including the use of proper equipment and footwear)*
3. The Lessee will ensure the facility is cleaned to the original condition and the facility is secured following the event.
4. All trash will be placed in the provided containers.
5. Lessee will ensure that itself, its agents, employees, and participants always be subject to, and adhere to all rules and Ordinances of the City, and all State Statutes.
6. The City of Norris reserves the right to decline any future rentals of any, or all, city facilities, to any party causing damage to city property.
7. The City of Norris is NOT responsible for any articles left behind, lost, or stolen on the rented property.
8. **Bounce house(s), or inflatables are NOT PERMITTED** on any city owned rental facility / property.

It is recognized that the city is not responsible for the planning, development, or supervision of this event and subsequently, the city shall be held harmless for and from any claims of every nature whatsoever for personal injury or property damage that stems from the Lessee's activities.

It is understood that city personnel conducted a site inspection of this facility on ____/____/____ prior to the facility usage and all defective conditions have been corrected or properly marked. Those marked conditions are listed below and the Lessee agrees to enforce proper warnings to the participants of their activity.

1. **Gym ceiling and wall at kitchen leaks during downpour of rain.**
- 2.
- 3.

Lessee Signature: _____ **Date:** _____

Approved by: _____ Date: _____
City of Norris