

**APPLICATION FOR USE OF WATERLOO COMMUNITY CENTER**

TODAY'S DATE: \_\_\_\_\_ DATE(S) REQUESTED: \_\_\_\_\_  
ROOM(S) REQUESTED: \_\_\_\_\_  
TIME: \_\_\_\_\_ **(Please put down the time you want to enter to set-up and the time you want to leave after clean-up)**  
NAME OF ORGANIZATION OR INDIVIDUAL: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
TELEPHONE: (DAY) \_\_\_\_\_  
(NIGHT) \_\_\_\_\_  
PURPOSE OF USE: \_\_\_\_\_  
\_\_\_\_\_  
TOTAL PARTICIPANTS EXPECTED: \_\_\_\_\_ ADULTS: \_\_\_\_\_  
CHILDREN: \_\_\_\_\_  
IS EQUIPMENT REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_  
IF NEEDED, WHAT TYPE AND FOR WHAT PURPOSE:  
\_\_\_\_\_  
IS AN ADMISSION FEE CHARGED? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF SO, WHAT WILL IT BE USED FOR? \_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT**

THE UNDERSIGNED IS 21 YEARS OF AGE AND HAS READ THIS FORM AND REGULATIONS AND AGREES TO COMPLY WITH THEM. HE/SHE AGREES TO BE RESPONSIBLE TO THE VILLAGE OF WATERLOO FOR THE USE AND CARE OF THE COMMUNITY CENTER. HE/SHE ON BEHALF OF \_\_\_\_\_ DOES HEREBY COVENANT AND AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE VILLAGE OF WATERLOO FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGES, CLAIMS, OR ACTIONS (INCLUDING COSTS AND ATTORNEYS FEES) FOR BODILY INJURY, ARISING OUT OF OR IN CONNECTION WITH THE ACTUAL OR PROPOSED USE OF COMMUNITY CENTER PROPERTY, FACILITIES AND/OR SERVICES BY **ORGANIZATION**.

\_\_\_\_\_  
SIGNATURE OF ORGANIZATION'S REPRESENTATIVE

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

SIGNATURE OF RECREATION DIRECTOR \_\_\_\_\_

**RENTAL FEES: WATERLOO RESIDENTS: \$50**  
**CLEANING DEPOSIT: \$25 (SEE BACK FOR SPECIFICS)**

**\*FEE IS FOR 4 HOUR BLOCK OF TIME INCLUDING SET-UP AND CLEAN-UP**

THE FOLLOWING MUST BE SATISFIED PRIOR TO DAY OF **EVENT**:

- NO LATER THAN 2 WEEKS PRIOR TO EVENT, RESERVATION MUST BE RETURNED EITHER IN PERSON OR BY MAIL TO: WATERLOO COMMUNITY CENTER, PO BOX 188, WATERLOO, NY 13165. PAYMENT MUST BE RENDERED AT THIS TIME AS WELL.
- REMEMBER THAT PAYMENT MUST BE RECEIVED IN **TWO** SEPARATE TRANSACTIONS, ONE CHECK FOR THE RENTAL FEE AND A \$25 CHECK FOR THE CLEANING DEPOSIT.

IN ORDER TO HAVE YOUR \$25 DEPOSIT REFUNDED, THE FOLLOWING MUST BE SATISFIED:

- ALL GARBAGE MUST BE PLACED IN GARBAGE CANS.
- ALL FLOORS USED DURING THE EVENT MUST BE SWEEPED/DUST MOPPED.
- ALL COMMUNITY CENTER EQUIPMENT IS TO BE PUT AWAY AND RETURNED IN THE SAME CONDITION IT WAS LOANED OUT IN.

UPON SATISFACTORY REVIEW OF FACILITIES FOLLOWING YOUR EVENT, YOUR \$25 CLEANING DEPOSIT WILL BE RETURNED TO YOU WITHIN 10 BUSINESS DAYS.