

Town of Rich Square Meeting Room 2024 Usage Agreement

Facility

Usage of the Annex Building shall adhere to all the terms and regulations stated below including fire and safety regulations. The usage must not be used for any illegal purposes and this usage agreement is for meetings only.

Name of Responsible Party: _____ Date _____

Mailing Address: _____

Contact Information: Home/Business Phone #: _____

Cell Phone #: _____ Email Address: _____

Group Name: _____

Requested Usage Date: _____

For one time meeting: From: _____ am/pm To: _____ am/pm

Approximate # of attendance: _____

For recurring meetings, please indicate the schedule _____

_____ Approximate # of attendance: _____

(The meeting room can be reserved for the current calendar year only; annual meeting usage agreement need to be updated in December for the following year.)

Agreement

In exchange for the use of the Town of Rich Square Annex Building, I hereby agree that I have read, understand, and agree to abide by the terms, conditions and regulations outlined in this Agreement as noted on page 2.

Print Name: _____

Sign: _____ Date: _____

Internal Use Only

Building Assessed: Date: _____ Time: _____ () No Issues () Findings:

Town of Rich Square Meeting Room

Terms and Conditions

Terms

1. The room usage shall be use meetings only. Rich Square Town residents only can use the Annex Building. No non-town resident shall use this facility.
2. The room usage shall only be on a first come, first serve basis once signed agreement is on file.
3. Town officials of Rich Square reserves the right to terminate this agreement as we see fit.
4. All individuals and/or business must complete the usage agreement in order to use the room.

Regulations

1. The responsible party shall be accountable for any damage to the facility and/or contents of fixtures. All damages must be reported to a town official or staff immediately.
2. The room must be left in a neat, clean and orderly condition. If these conditions are not met, a room Clean-up will be \$200.00 or the actual cost of cleaning, whichever is higher, will be charged to the party named responsible in this agreement.
3. The party named responsible of holding the meeting will assume responsibility for any damage to rooms contents of used will be charged for any necessary repair or replacement.
4. The responsible party understands that nothing shall be attached to the walls, ceiling or any of the fixtures.
5. No one shall use the conference table or its chairs. There is to be nothing placed on the table or chairs for any reason.
6. The Annex Building is a drug, alcohol, and smoke free facility.

Restrictions

No food or drinks allowed.