

APPLICATION AND PERMIT

Area/Facility Reserved: Carroll Civic Center, 89 E Canal St., Carroll, OH 43112

Group/Organization/Person in charge: _____

Address: _____ City: _____ State: _____

Telephone: _____

Purpose: _____ Number in party: _____

Date Reserved: _____ Hours: _____ to _____

I

The Village of Carroll reserves the right to deny use of the Carroll Civic Center facilities to groups, organizations, and individuals who fail to comply with the rules and regulations set forth.

II

It is understood that the group, organization, or individuals using the above designated facility will comply with all applicable state and local laws, and all rules and regulations set forth by the Village of Carroll. In addition, the group, organization, or individual will:

- **Be responsible for all persons in the group, organization, or individual party using the facility.**
- **Assume all responsibility for any damage to the facility.**
- **Park only in designated areas.**
- **Observe ALL POSTED RULES AND REGULATIONS.**
- **Not allow smoking or the consumption of alcoholic beverages.**

III

The following rental charges for the facility apply:

\$125.00 for 4 (four) hours for non-residents of the Village of Carroll. A non-resident is any Applicant who does not reside within the Village of Carroll corporation limits.

\$75.00 for 4 (four) hours for residents of the Village of Carroll. A resident is any Applicant who resides within the Village of Carroll corporation limits.

A deposit of \$100.00 is required by all Applicants. A deposit is required to be paid before a reservation can be confirmed. If a deposit is refundable and is not picked up within 30 (thirty) days, the deposit will be forfeited to the Village of Carroll. A deposit is refundable if all rules and regulations have been adhered to, and the deposit is picked up within thirty (30) days.

Rental fee shall be paid in full no later than 1 (one) week prior to reservation. If rental fee is not paid 1 (one) week prior to reservation, the reservation will be canceled and deposit forfeited.

A new application is required to be submitted for each separate event. The Village of Carroll cannot hold onto deposits for future events. A new deposit must be paid in order to confirm a reservation for any future event.

PLEASE READ ALL RULES AND REGULATIONS. You are obligated to adhere to all rules and regulations (see separately attached rules and regulations). If you do not adhere to all rules and regulations, you forfeit the right to a refund of your deposit and rental fee.

CANCELLATION POLICY: A full refund will be issued if reservation is canceled at least 10 (ten) days prior to reservation. No refund will be issued for deposit if reservation is not canceled at least 10 (ten) days prior to reservation.

I have read, understood and agree to above rates and policies. In addition, I have read, understood, and agree to all rules and regulations that are attached on a separate sheet. A copy of the rules and regulations is provided upon completion of application. A copy is also available for review on the Village website at <http://www.ci.carroll.oh.us/>.

X _____ Date _____

(Printed Name)

For and in the consideration of permission given to use the above described facility, I, the undersigned, acquit, discharge, and covenant to hold harmless the Village of Carroll, its officers, employees, servants, and agents of and from any and all actions, causes of actions, claims, demands for damages, costs, loss of services, expenses and compensation, on or account of, or in any way growing out of, any and all personal injury or property damage which may result to group, organization members or individuals as a result of participation in the aforementioned activity at the above described facility.

X _____ Date _____

Signature of Person Responsible

(Printed Name)

X _____ Date _____

Signature of Carroll Civic Center Representative

Office Use Only:

Payment: Deposit: _____ Date: _____ Rental: _____ Date: _____

Receipt # _____ **PI # and R #:** _____

Date of Refund and Check #: _____