



\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Application is:            approved            denied

By \_\_\_\_\_            Fee Charged \$ \_\_\_\_\_

## FACILITY USE REQUEST FORM

Organization \_\_\_\_\_ Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_ Work Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Are you a member of the G.C.C.? \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Please Check one of the following: #1 Town of Gilford \_\_\_\_\_

Scouts \_\_\_\_\_ Gilford School District \_\_\_\_\_

#2 Non-profit Organizations \_\_\_\_\_

Private Lakes Region Resident \_\_\_\_\_

#3 Private Non-Lakes Region Resident \_\_\_\_\_

#4 Commercial Organization \_\_\_\_\_

Dates Requested \_\_\_\_\_ Time \_\_\_\_\_

### Hourly Rates by Organization Type (Listed by Numbers above)

-	- #1	- #2	- #3	- #4
<b>The Gilford Youth Center</b>	<b>0</b>	<b>\$50.00</b>	<b>\$60.00</b>	<b>\$80.00</b>

- A maintenance fee of \$25.00 is assessed to all groups
- A \$15.00/hour per staff member fee is assessed to all groups that rent space outside the normal operating hours
- The Gilford Youth Center holds the right waive any fee, if desired.
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## **Facility Use Regulations and Policies**

- 1.** The GYC Facility Use Request Form must be completely filled out and signed by the contact person. The request form will then be submitted.
- 2.** Applicants must submit Facility Use Permit two weeks prior to event. Every effort will be made to process permit within four business days. If request is approved, the contact person will receive an approval notice.  
**The requested date(s) will not be confirmed until a \$50 deposit is paid**
- 3.** The contact person agrees to read and follow the GYC RULES AND POLICIES. This can be found on the website at [www.gilfordyouthcenter.com](http://www.gilfordyouthcenter.com)
- 4.** No decorations shall be attached to the walls, ceilings of windows in any manner whatsoever, except by special permission from the GYC administrator.
- 5.** There will be no serving of alcohol of any kind in the building or on the grounds without specific and prior GYC Staff Approval.
- 6.** There shall be no smoking in any facility
- 7.** The contact person/business is responsible for keeping the facility in good condition. We expect the facility to look the same as it did prior to the event. The maintenance fee (\$25) covers set-up and break down of tables and chairs. It does not cover trash clean up. **There will be a \$50 fee added to if the facility is not cleaned following the program.**
- 8.** Persons or organizations renting the facility shall clear their equipment the same day, unless special arrangements have been made. Additional charges may be applied if equipment and items are left in the facility.\
- 9.** Use of specific equipment (i.e. microphone and speakers) will require approval.
- 10.** A cancellation fee equal to 50% of the rental fee will be assessed to the user group if cancellation occurs less than one week prior to event.
- 11.** All policies are subject to change without notice.
- 12.** The Gilford Youth Center and the Gilford Community Church accepts donations from non-profit groups on a voluntary basis.
- 13.** Incomplete permits will not be accepted.

**I HAVE READ AND UNDERSTAND ALL THE POLICIES STATED ABOVE. I ALSO UNDERSTAND THAT OTHER YOUTH CENTER OPERATING POLICIES MAY APPLY TO MY EVENT.**

\_\_\_\_\_  
**Signature of Authorized Agent**

\_\_\_\_\_  
**Date**

### **STATEMENT OF LEGAL RELEASE**

I/We \_\_\_\_\_ of the \_\_\_\_\_ agree to hold harmless the Gilford Youth Center, commissioners, staff, volunteers, and instructors for accidents that may result for the entire program/event. The requesting organization assumes any and all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premise and will immediately report any damages. No vehicle traffic is permitted on the grass areas without any special permission. The Gilford Youth Center reserves the right to bill your organization for any *unforeseen expenses or damages to our property*.

**I HAVE READ ALL THE INFORMATION CONTAINED IN THIS DOCUMENT AND UNDERSTAND IT IN FULL. I UNDERSTAND THAT THE POLICIES ARE STRICTLY ENFORCED**

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

