

RENTAL RESERVATION FORM AND APPLICATION

SIX MILE COMMUNITY ROOM

This form must be completed by all facility users including recurring.

Reservations may be made for a maximum of 5 hours, including set up and clean up time.

Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Anticipated Event Attendance: \_\_\_\_\_

Rented by:  
Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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*Staff Use Only*

Rental Deposit:  \$75 Date Paid \_\_\_\_\_

Key Deposit:  \$25 Date Paid \_\_\_\_\_

Rental Fee:  \$75 Date Paid \_\_\_\_\_

\$\_\_\_\_\_ Fee for additional time Date Paid \_\_\_\_\_

Total Collected \$ \_\_\_\_\_

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Key # \_\_\_\_\_ Key Returned \_\_\_\_\_ Date \_\_\_\_\_

Rental Deposit - Date Returned \_\_\_\_\_

Rental Deposit - Not Returned

Key Deposit - Date Returned \_\_\_\_\_

Key Deposit - Not Returned

Comments concerning rental: \_\_\_\_\_

## **AFTER THE EVENT**

Sign off the Rental Checklist with each facility usage (even recurring users).

For reimbursement of the security deposit, the facility must be left without damage according to all guidelines. The staff will determine if applicant has complied.

### **RENTAL CHECKLIST FOR EACH USAGE OF SIX MILE COMMUNITY ROOM**

- All trash from facility and restrooms removed from premises (not left outside).
- Spills in facility, kitchen and restroom mopped up (water and vinegar only).
- All toilets checked to be flushable and clean and free of any contents (stopped up toilets will incur deposit fee charge).
- All food items removed from refrigerator and spills in refrigerator cleaned up.
- All appliances cleaned and turned off.
- All tables and chairs returned to storage and not dragged across floors or left against walls.
- HVAC returned to a setting of 55 degrees in winter and 80 degrees in summer (failure to comply incurs deposit fee charge).
- No tape, staples, nails, glitter, confetti has been used on any facility or facility attachment.
- All lights turned off and doors locked.

### **RETURN RENTAL CHECKLIST TO TOWN HALL AFTER EVENT**

For emergencies: Rita Martin 650-6245 or Roy Stoddard 481-9027 or if any item is inadequate upon arriving for your rental.

Checklist completed by: \_\_\_\_\_

Representing: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## USE OF SIX MILE COMMUNITY ROOM

### GENERAL RULES AND REQUIREMENTS

#### WHO CAN RESERVE

The Town allows its facilities to be reserved by a Six Mile resident, a non-resident, a community group, or business (of the nature allowed by the Zoning Ordinance). However, acting within reasonable discretion, the Town reserves the right to deny requests for reservations for events that would be considered offensive, in poor taste, or have a significant, unmitigated impact on the community. **Inflatables, bounce houses, fireworks or any activities not covered under the Town general liability policy are prohibited.**

Six Mile residents (inside Town limits) are able to reserve the facilities at a 10% reduced rental rate. To qualify, applicants must be a Six Mile resident and show proof of this residency by presenting a picture I.D. and/or utility bill upon submittal of an application.

The following groups/organizations will not be charged a rental fee to use the town facilities but must complete the Rental Checklist for each usage. These groups are also subject to the same key replacement and deposit fee charges as any other renter, except on a post usage basis.

- Service Organizations, i.e. Lion's Club, etc., Boys and Girls Scouts, Political Parties, Young Appalachian Musicians (YAMS) and 4-H.
- Any member in good standing with the Six Mile Volunteer Fire Department (family-oriented event only).
- Benefits held for the purpose of raising funds for local families/individuals in dire need of assistance.

All other conditions applicable to any other rental apply and will be inspected.

No deposit refund will be issued if cancellation is made less than three weeks prior to the scheduled rental.

#### GENERAL USE GUIDELINES

No use of tobacco or alcohol is allowed in Town facilities. **NO GRILLING IS ALLOWED IN TOWN FACILITIES.** All exit doors must remain unlocked during any event.

When reviewing an event reservation request, the Town may add conditions of approval to ensure that the event does not have a negative, unmitigated impact on the community.

Renters shall comply with all Town signage permit requirements.

Any activities conducted on Town Property and public right of way must not discriminate on the basis of race, color, religion, sex, sexual preference, age, national origin, familial status or disability.

Town-sponsored events take priority over all other usage of the facilities.

The Town may limit facility reservations on holidays and holiday weekends due to strong demand for Town facilities on such occasions.

Renters will be required to have no less than one adult chaperon for each 10 minors present during use of facilities.

No footballs, baseballs, basketballs, or bouncing balls are allowed in rental facilities.

**THE TOWN WILL PROVIDE TABLES AND CHAIRS ONLY. LINENS, DISHES, FLATWARE, GLASSWARE, ICE, TRASH BAGS, TOILET PAPER, PAPER TOWELS, ETC. MUST BE PROVIDED BY THE RENTER.** Table set up and take down are the renter's responsibility. No equipment or materials shall be removed from the Six Mile Community Room (not taken outside for any reason).

Live or amplified music is permitted; however, to minimize potential disruption of the use and enjoyment of adjacent properties, music/noise levels for the event shall comply with a maximum decibel level of 60 dBA. Failure to comply with this requirement shall result in immediate suspension of the reservation and termination of the event.

No decorations shall be displayed or installed by the renter that may damage or deface the building including ceilings, walls, and historical wall hangings. Existing wall hangings may not be removed. The renter is responsible for removing all of their own decorations and trash at the end of their reservation. **NO TAPE ALLOWED. NO STAPLES, NAILS, GLITTER, CONFETTI, OR TAPE MAY BE USED ON ANY BUILDING SURFACE OR TABLES.** No use of lighted candles is permitted.

Trucks, cars, trailers, and all other vehicles are not allowed on any of the lawns at Six Mile Town Hall.

Violations of any of the rules/regulations set forth herein or any Town ordinance or regulation may result in immediate eviction from Town facilities, loss of deposits, and/or denial of future rentals.

#### **APPLICATIONS FOR RESERVATION**

Reservations may be made up to twelve (12) months in advance.

No deposit refund will be issued if cancellation is made less than three weeks prior to the scheduled rental.

Any change in hours or conditions indicated on the original reservation application must be done at least seven (7) days prior to the scheduled reservations (subject to availability).

The Town of Six Mile assumes no responsibility for injury to individuals, guests, damage to personal property or loss of personal property related to rentals. **THESE EVENTS AND ANY RELATED LIABILITY OF ANY FORM ARE SOLE RESPONSIBILITY OF THE RENTER.**

The renter is solely responsible for damages/accidents or injuries to persons or property resulting from use of facilities by the renter, guests of the renter, any contractor of the renter, or any other person attending the event/activity being conducted by the renter.

Reservations may be made for a maximum of 5 hours, including set up and clean up time.

Only the times stated on the application will be granted for usage. All set up, event time and cleaning time, must be stated on the application. Additional fees will be charged if the reservation goes beyond the stated time (\$10 per hour or fraction thereof).

**THE RENTER SHALL DEFEND, INDEMNIFY AND HOLD THE TOWN OF SIX MILE, ITS OFFICERS, OFFICIALS, EMPLOYEES AND VOLUNTEERS HARMLESS FROM ANY AND ALL CLAIMS, INJURIES, DAMAGES, LOSSES OR SUITS INCLUDING ATTORNEY FEES, ARISING OUT OF OR IN CONNECTION WITH RENTAL USAGE AND THIS FACILITY.**

I have read and received a copy of the General Rules and Requirements for use of the specified Town Facilities and the Rental Checklist. By signing below, I agree to comply with the General Rules and Requirements and that I, or my organization, will assume full responsibility to comply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Date

**TO RECEIVE YOUR DEPOSIT BACK, RETURN RENTAL CHECKLIST TO TOWN HALL AFTER EVENT (pg 2)**