



Village of
LOUDONVILLE
YOUTH BUILDING USAGE REQUEST

OFFICE USE ONLY	
Date Received:	___ / ___ / ___
Paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Check
Event Fee	\$
Janitorial Fee	\$
Other	\$
TOTAL	\$

SECTION 1 APPLICANT INFORMATION

Applicant / Organization		Phone Number	Fax Number
Address		City	State
Primary Contact Person (<i>responsible party</i>)		Phone Number	Email

SECTION 2 RESERVATION REQUEST

Event Description					
Date(s)	Time	Is this activity a fund raiser ?	Is there a charge to attendees ?	Does your organization carry liability insurance ?	
	___ AM <input type="checkbox"/> to ___ AM <input type="checkbox"/> ___ PM <input type="checkbox"/> to ___ PM <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION 3 LOUDONVILLE YOUTH BUILDING USAGE GUIDELINES

- Regularly scheduled activities for youth, and previously scheduled events shall take precedence in determining approvals for all usage requests.
- A fee of **\$ 100.00 per event** is required to reserve the Youth Building. This fee may be waived if the requesting organization is:
 - classified not-for-profit, *and*
 - the primary purpose of the requested use of the building is to benefit pre-adults in the Loudonville / Perrysville community.
- Reservation requests must be submitted to the Village Clerk's Office.
- Approved applicants **must provide a valid form of I.D.**, and may pick up the key for the Youth Building at the Village business office during regular business hours. This key must be returned to the office or left in the Theatre Lobby deposit box following the event.
- Adult chaperones **MUST** be present during functions for youth under 18 years old.
- Alcohol is strictly prohibited.
- Smoking is not permitted on the premises.
- Those who reserve the Youth Building are responsible for any damages to the building. A **\$ 50.00 janitorial fee** may be assessed if the premises are not left in a clean condition.

Applicant must agree to observe the following requirements at the conclusion of each event :

- Close all windows
- Put away tables and chairs
- Pick up / discard all trash
- Remove all personal belongings
- Shut off all lights
- Lock all doors / secure latch above double door

NOTICE : Failure to comply with these guidelines is a violation of Ordinance #3-92, and is punishable by a fine of up to \$100.00 for each offense. The Village of Loudonville reserves the right to suspend or revoke permissions for use.

SECTION 4 APPLICANT SIGNATURE

By my signature affixed below, I agree to comply with the Village of Loudonville guidelines and conditions of use, and certify that the information submitted is true and accurate to the best of my knowledge. I understand that my request for the use of the Loudonville Youth Building may be denied, and understand further that failure to abide by the rules and regulations of the Village of Loudonville may result in revocation of permission to use the facility. I also agree to indemnify, defend and hold harmless the Village of Loudonville, their officers and employees from any and all claims, liabilities, damages, attorney fees and/or costs directly related to the use of the Loudonville Youth Building and grounds. I understand that failure to return facilities to their original condition may result in additional charges.

_____	_____	Check if for non-profit organization <input type="checkbox"/>
Applicant / Agent Signature	Date Filed	

SECTION 5 * OFFICE USE ONLY *****

USAGE REQUEST	APPROVED <input type="checkbox"/>	FEES WAIVED ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	AUTHORIZED AGENT, VILLAGE OF LOUDONVILLE	DATE
	DENIED <input type="checkbox"/>					