

# COMMUNITY BUILDING RESERVATION APPLICATION



**CITY OF UNION, KENTUCKY**

## PLEASE PRINT

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Time of Rental: From \_\_\_\_\_ to \_\_\_\_\_

Location: 10087 Old Union Road, Union, KY 41091

Space To Be Rented: Porter Hall (small) \_\_\_\_\_ Kirby Hall (large) \_\_\_\_\_

## RENTER INFORMATION

Name of Individual or Organization: \_\_\_\_\_

Adult Contact in Charge during Event: \_\_\_\_\_

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

Telephone: (Day) \_\_\_\_\_ (Night) \_\_\_\_\_

Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## INFORMATION ABOUT YOUR INTENDED USE OF OUR FACILITIES

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

Alcohol (check one) Not served \_\_\_\_\_ Served: \_\_\_\_\_ Sold onsite: \_\_\_\_\_

Business: (check one) Service or instruction provider: \_\_\_\_\_ Sales: \_\_\_\_\_

Briefly describe the business: \_\_\_\_\_

Total Participants Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Facility Rental Fee: (if applicable) \$ \_\_\_\_\_

Facility Deposit (if applicable): \$ \_\_\_\_\_

References: \_\_\_\_\_

In the event the City of Union, Kentucky accepts the Tenant's Application, the Tenant will be required to execute a Rental Agreement, a copy of which is available at the Union City Building, located at 1843 Mt. Zion Road, Union, Kentucky.

The undersigned is over 21 years of age and has read this form, requirements, and regulations and agrees to comply with them. He/she agrees to be responsible to the City of Union for the use and care of the facilities. The undersigned does hereby further covenant and agree to defend, indemnify and hold harmless the City of Union, its' elected officials, officers, and employees from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the City of Union's property, facilities and/or services.

The undersigned agrees to obtain any licenses, permits, insurance, or approvals for activities carried out for the duration of the rental agreement. This includes, but not limited to, liquor licenses, department of health permits, liability insurance, workers compensation insurance, and business permits where necessary. Businesses shall provide a certificate of insurance to the City Clerk prior to renting the facility. This certificate of insurance will name "The City of Union, Elected Officials, Officers, and Employees" as additionally insured. Refunds will not be given to renters should their function be cancelled for not obtaining the necessary permits, insurance, or licenses unless the City is notified at least 14 calendar days prior to the rental period. The City expects the renter to have available this documentation for inspection prior to and during the rental period. City shall not be obligated however to review such insurance certificates, licenses, permits, or approvals, or to advise Renter of any deficiencies in such documents, and such receipt shall not relieve the Renter from or be deemed a waiver of the City's right to insist on strict fulfillment of Renter's obligations herein

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business name (if applicable): \_\_\_\_\_

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FOR OFFICIAL USE ONLY

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

Authorized City Representative Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Accept (or) Refuse

Hard copy to follow via: **U.S. Mail** **E-mail** **Fax**