



Fayette County Application for Community use of Buildings, Equipment and Grounds

CONDITIONS OF USE/RENTAL OF FACILITIES

1. The County of Fayette shall determine suitability of activity, availability of space and group classification. Charges shall be determined according to the schedule of fees approved by the County. A deposit shall be submitted with the contract when payment for use is required. Payments are made via check or credit card.
2. Certificates of Insurance may be requested and shall be provided no later than 7 days prior to the scheduled activity. Limits of liability requirements will be determined by the County and will be based on the hazard of the activity.
3. The County of Fayette reserves the right to interrupt any contract for space should an emergency arise. In such an event, every effort will be made to provide temporary substitute space.
4. The organization/person using shall be responsible for the conduct of the persons present and for damage, loss, disappearance or breakage of County property during the use/rental period.
5. The County of Fayette and its employees shall not be held responsible for any damage to property or loss of material brought onto County property, nor shall any of them be held responsible for injuries to anyone, which may occur on County property as a result of activity.
6. Alcohol and illegal drug use shall not be permitted on the premises.
7. The County of Fayette reserves the right to determine the need for parking lot attendants, police and/or custodial service. The organization will be billed for these additional services.
8. All park rules shall be adhered to at all times.
9. The County of Fayette may at any time deny or refuse to grant any application or cancel, without liability, any Use/Rental Contract whenever the use, in reasonable judgment if the County presents or may present a clear and present danger to persons or property, or may be in violation of or contrary to applicable federal, state, or local law or ordinance.

This document must be reviewed and approved by the county's counsel; further, specific on requirements for facility users will vary, and the county should enact any changes to this form to fit its needs prior to implementation.



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INSTRUCTIONS:

1. All information must be furnished before application can be processed.
2. Fees for all known service and/or rentals must be paid when filing application.
3. Make check payable to **Fayette County Park**. For credit card payments, please call the Fayette County Park at 304-574-1111. No cash payments are accepted.
4. Application must be filed with the County no less than ten (10) working days before intended use. If payment is not received within ten (10) working days before the intended use, application and reservation will be cancelled.
5. ****Memorial Building Usage**** Renters will be charged \$50 an hour rental rate with two (2) hours minimum. If your organization requests to have the rental fee waived, please complete the section below. Requests are contingent on Fayette County Parks & Recreation Advisory Board approval.

Request to have rental fee waived

Exclusions (please circle one): Free educational event Free youth activity Free community event Free health event

Organization: _____ **Location Requested:** _____

Address: _____ **Date Application Filed:** _____

Contact Person: _____ **Phone:** _____

Date(s)/Time(s) of Activity: _____

Type of Activity: _____ **Anticipated Attendance:** _____

Special Equipment Desired: _____

Names of performing groups (if not your own group): _____

Admission Charge (if none, so indicate): **Adult \$** _____ **Couple \$** _____ **Children \$** _____

The undersigned and the above-name organization, jointly and severally, agree to be responsible for the terms of this agreement, including the payment of all fees, expenses, damages to premises and further agree to indemnify and hold Fayette County, its agents, servant, and employees harmless from any legal liability, injury or damage to any person or property in connection with the use of the County property. The undersigned certified that he/she/they has read and understands the rules and regulations of the Fayette County for Community use of County Property and that such rules and regulations will be enforced. The undersigned further acknowledges that the fees shown are estimated fess and that they are responsible for any changes that may be accessed due to actual use of facilities, equipment, and personnel. If renter has overpaid for facility use, a reimbursement request can be submitted and decision for reimbursement will be held at the next available Fayette County Commission meeting. If renter has underpaid for facility use, remittance of the remaining balance must be paid within ten (10) working days from activity date. If a certificate of insurance is required, the County must be named as an additional insured. Following the activity, a facility/ground inspection will occur. The renter is responsible for any damage or vandalism that did occur during the duration of the activity.

Name of Group/Organization	Signature of Contact Person	Position	Date
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The following will be completed by Fayette County.

Certificate of Insurance Attached Yes / No **Payment received** Yes / No

County Named as Additional Insured Yes / No **Date Payment received** _____

Expiration Date: _____

APPROVED BY: _____