

Occasional Recreational Use Request

Facility Requested:

Community Center Gym

Community Center Exercise Room

Print Name: _____

Organization: _____

Address: _____

Purpose: _____

City, State, Zip: _____

Phone: _____

Email: _____

Requested Date: _____

Time: _____ Code: _____

Driver's License # _____

Signature (must be 18 or older)

Date

OCCASSIONAL RECREATIONAL USE REQUEST

Be sure to indicate the anticipated time of use: (i.e. Mon-Fri from 4:00-6:00) Building must be vacated by 10:00 PM unless prior arrangements have been made.

All other scheduled meetings, activities, or events take precedence over occasional recreational use. You may call Business Connection within 48 hours of use to inquire about scheduled activities or simply vacate the building if you find that your use will interfere with any scheduled activities at the time.

The assigned Security Code is your responsibility. DO NOT share this code with anyone. You must use your code to enter the building and you must also use it to lock the building upon your departure. You are responsible for any unauthorized use or damage that may occur during the times that your code is recorded. If there is another party there when you leave and your code was used to unlock the building, have the other party enter their code after you have locked it with your code #.

A fee of \$25 will be charged for the first-time building is left open and not locked up. \$100 for the 2nd offense. Third offense you will lose the privilege of using town facilities.

A person of at least 18 years of age must be present at all times and assumes responsibility for any damage during the time your code is recorded in use. Balls must not be thrown at the ceiling. Overhead fans and grates protecting them can be damaged and you would be responsible for repairs if damaged.

All lights must be turned off and all doors must be locked.

All users will be billed for missing articles, damages, or for extra cleaning if necessary.

This building is smoke-free. Helium balloons are not allowed in the community center due to the use of ceiling fans.

Contact Lois at Business Connection if you have any questions. 715-542-2881 from 8am-4pm Mon-Fri.

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