



Building Use Application Form

Please fill in all areas of the form below.

Your Name: _____

Name & Location of Group or Organization: _____

Name of Your Event: _____

Date(s) and Time of Your Event: _____

Circle Equipment Needed: Coffee Maker, Tables, Chairs, Podium, Easels

Please Describe the Objective of Your Event: _____

Estimated Number and Age of Participants: (Check Boxes and Fill in Numbers Below)

Under 19: ____ 19-21: ____ 22-30: ____ 31-50: ____ 51 & older: ____

Supervised By: _____

Amount of Admission Charged: _____

Contact Name and Title in Organization: _____

Address of Organization or Contact: _____

Phone and Email of Contact: _____

Please provide a brief description of your event that can be published on the website,

calendar of events, etc.: _____

Building Use Policy

1. A Building Use Application Form must be completed and is subject to approval by the Franklin County Arts Council Building Use Committee. Requests must be made far enough in advance to allow for the approval process.
2. Any group using the facility will be responsible for building security and basic maintenance. This will include turning off lights, locking doors and turning the AC/Heat back to 67 degrees in the winter and 77 degrees in the summer. Exterior doors should be locked when not monitored.
3. Any group using the facility is expected to do its own setting up and taking down (chairs, tables, etc) and cleanup. Cleanup includes putting used equipment back in its place, and wiping down all appliances that are used, such as the coffee maker, microwave and refrigerator. All trash should be picked up and bagged, and the facility left in the condition in which it was found. Any special services required will be at the request and the expense of the user organization.
4. There is no smoking allowed inside the facility.
5. All activities including youth (participants below the age of 18 years old) must be supervised by at least one adult (a person 18 years old or above) per 10 youth. Adults must be present before the event begins, during the event and until the last youth has left the premises, and must actively supervise the event.
6. Arrangements to pick up a key must be made with the Franklin County Arts Council during regular office hours (M-F 10 a.m. – 2 p.m.).
7. Building use fee is \$30.00 for up to 3 hours. \$5.00 each additional hour there after.

AGREEMENT

This application is made with full understanding of the General Regulations for the use of the premises. I (we) agree to assume the responsibilities involved in using the premises, and in particular, agree that in the event there shall be, as a result of the use of the premises, damages to the premises or the property or the property of others, or personal injuries to anyone, the Franklin County Arts Council (FCAC) shall not be liable therefore, and if, notwithstanding this agreement, the FCAC shall be required to pay any such damages, I (we) agree to fully indemnify and to hold the FCAC blameless there from.

Signature _____
(Applicant)

Signature _____
(FCAC Board Chair)

Date _____

Date _____

Please complete and return this form to the Franklin County Arts Council.

File: BldgUse-Application Rec'd _____ Building Key _____ Keys returned _____