

Facility Rental Date: \_\_\_\_\_

# Town of Clayton

## 2010 Facility Use Application

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ Organization Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Facility Rental: \_\_\_\_\_ Time of Use: \_\_\_\_\_

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

**Facility Requesting (Please Check One):**

**Clayton Park**

**Rate:** \$80.00

**Sec. Dep.:** \$100.00 (separate check)

**Municipal Building**

**Rate:** \$60.00

**Sec. Dep.:** \$100.00 (separate check)

**NOTICE:** Rental Fees are non-refundable.

**\*\*\* Security Deposit** – Renters are expected to leave the facility in the condition they found it. Renters will be required to provide the Town with a **SEPARATE** check for the security deposit. If the facility is found in acceptable condition and the security deposit is not needed, the Town will then destroy the security deposit at the Town Office. **YOU WILL NOT RECEIVE A RETURN CHECK** unless you include a self-addressed/stamped envelope or return to pick it up at the Office.

Total Amount of Rental \$ \_\_\_\_\_

Total Amount of Security Deposit \$ \_\_\_\_\_

**NOTICE:** Renters may not: **(1)** establish temporary structures such as tents, covers, portable restrooms, or other temporary structures; **(2)** establish any carnival rides, whether miniature or otherwise, or conduct any business for entertainment; and **(3)** possess or operate any sound amplification equipment.

**Prior Town Board approval is required to allow any or all of these three provisions.**

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\_\_\_\_\_  
Signature Date

**For Office Use Only:**

Date(s) PAID: \_\_\_\_\_  
Rental: \_\_\_\_\_ Check #: \_\_\_\_\_ Received By: \_\_\_\_\_  
Sec. Dep.: \_\_\_\_\_ Check # \_\_\_\_\_ Received By: \_\_\_\_\_  
Sec. Dep.:  Voided  Returned Completed By: \_\_\_\_\_  
Key: Color/# \_\_\_\_\_ Issued to: \_\_\_\_\_ Date issued: \_\_\_\_\_  
Color/# \_\_\_\_\_ Rec'd. by: \_\_\_\_\_ Date returned: \_\_\_\_\_