

The Ladder Community Center Facility Use Application & Guidelines



This completed form is to be presented to The Ladder staff at least two weeks in advance of the use of the building or property. User will accept full responsibility and liability and will pay all extra costs incurred by the center for clean up or damage to equipment and/or facilities. Date of use will not be confirmed until the completed form has been approved by The Ladder staff.

Organization/Family: _____ **Date of Use:** _____

Type of Activity: _____

Check in Time: _____ **Check Out Time:** _____ **Time of Main Event-From:** _____ **To:** _____

(Facility use 5 hours max.)

Check Room(s) Needed: ___cafe ___kitchen ___ gym ___ game area ___ classroom

Check equipment needed: ___ P.A. ___ whiteboard ___ screen ___ movie projector ___ DVD player

 ___ Number of chairs ___ Number of tables

Number of People Expected: _____ (We ask that setup be in the gym area for parties over 50. Maximum Capacity 258)

Number of Children expected: _____ (Children must be supervised at all times)

Person Making Request: _____ **Date:** _____

Address: _____ **Phone:** _____

**ANY SPECIAL SET UP INSTRUCTIONS AND/OR PERTINENT INFORMATION MUST BE WRITTEN BELOW
-PLEASE BE SPECIFIC:**

Does your group have insurance?

Insurance Company: _____

Policy Number: _____

Insurance Expiration Date: _____

Facility Use Guidelines



1. If the completed form is not returned within 3 business days, the reservation will remain tentative on TLCC calendar and will be subject to cancellation.
2. Ladder personnel will be present at all times during use. Ladder personnel will unlock the building at the time specified on the reservation form as “check-in-time” and secure it after use. Keys to the facilities will not be provided to guests.
3. TLCC personnel will inspect the facilities to determine if there has been any damage to the building or if any special cleaning is required. User will accept full responsibility and liability and will pay all extra costs incurred by the center for clean-up or damage to equipment and /or facilities.
4. Please take note: When you schedule an event at TLCC, you take that date away from another party and our personnel. Please honor your commitment; otherwise, please consider giving a donation for the inconveniences you have caused.

By submitting this request, I am agreeing to abide by the following guidelines:

Usage times: On weekdays activities in the building must end by 10 pm. The building must be emptied by 11pm. Saturday events must be done and building emptied by 5:30pm.

Sunday events can only be held from 12:30pm-5pm. The building must be emptied by 6pm.

During the school year, events on Sunday must be done and building emptied by 5pm.

Snow Removal: In the winter months the Ladder will be responsible for having the parking lots and sidewalk plowed prior to the event. **If during the course of the event, there is accumulation of snow it will be the renter’s responsibility to clear the sidewalks.**

Smoking/Drug/Alcohol Policy: TLCC is a smoke/drug/alcohol free facility. Consumption of any of these inside or within 25 feet of our facilities is prohibited.

Gambling is not allowed on TLCC property.

Open flames, lighted candles, glitter, rice, confetti, and other similar materials **ARE NOT** allowed in the building/on TLCC property.

No items may be attached by any means to the walls, ceilings, fixtures or floors in any room within TLCC.

Food and drink should be kept in the café area only.

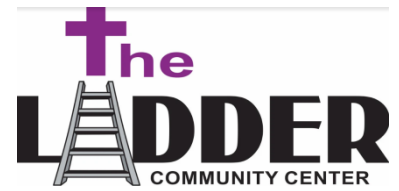
Floors--- NO tape. Spills must be cleaned up promptly. Use paper towels to clean spill and notify the staff member immediately.

Exits, restrooms and other traffic areas are to remain free of tables, chairs, boxes and other items at all times.

Pictures and plaques on walls are not to be removed or rearranged.

Thermostats and other mechanical equipment are managed by TLCC staff only.

Users are only to use those facilities and equipment specifically designated on the Facility Use Agreement.



Tables and chairs are to be used indoors. Standing/lying on tables or chairs or sitting on tables is prohibited.

Pets or animals are not allowed in the building except for service animals.

Events/gatherings at TLCC where food is served must be prepared by a licensed caterer if the event/gathering is open to the public. (Ex. Events published in the paper or by flyers in public places)

A TLCC staff person will be present in the building at all times during use by outside groups.

Following any event in the building, users are responsible for general cleanup of building and kitchen, (including the parking lot if applicable) depositing materials in the trash cans, tying bag tops, and returning the furniture to the original arrangement. If more trash space is used, please tie tops and take additional bags to the trash cans located on the NW corner of the building.

Participants and guests are to remain in the area of the building rented. Playing in restrooms by children is prohibited. Children attending meetings or activities in the building must be supervised at all times by a responsible adult. The party reserving the facility is responsible for the conduct of participants and guests.

All items to be used for this event must be reviewed and approved prior to the event (sound system etc.)

Music played may not have any swearing, vulgar, or demeaning lyrics and must be in accordance with the Village of Shelby's noise ordinances.

Appropriate clothing and footwear must be worn in the gym (example: gym shoes; NO boots, cleats, etc.) and throughout the building.

TLCC assumes no responsibility for personal injury, damage to personal property, or any other loss sustained by the signer of this agreement or his/her guests.

There is no set fee for the use of TLCC, however every time the building is open there are expenses. In order to continue to provide our facility for community use, a donation would be appreciated for the building expenses. Also, we would encourage you to consider giving a donation to the staff member who is volunteering his/her time so that you can set up, clean up, and use the facility. Envelopes will be provided when you receive your checkout form and should be given directly to the staff volunteer.

I certify that I have read, understand, completed, and agree to all of the conditions on the Facility Use Application and Guidelines Form.

Name: _____ Date: _____

*****Reviewed and agree to the Facility Use Guidelines on the day of the event.

Name: _____ Date: _____