

**APPLICATION TO RESERVE THE
JOHNNY HUGHES COMMUNITY CENTER**

Date of Function: _____

Time Reserved: _____ am pm to _____ am pm
(Please include any preparation, activity, or cleanup time)

Organization/Person Making Application:

Name: _____

Address: _____

Applicant's Phone Numbers:

() _____ () _____

Purpose of Facility Use (be specific): _____

Expected Attendance at Function: _____

.....

In making this application, my organization or I acknowledge(s) that we/I understand all the attached rules and regulations and ensure that all invitees shall abide thereby and will indemnify and hold harmless the City of Hartford from and against any and all claims, demands, suits, damages, liabilities and expenses arising out of any act or omission which might occur during the term of the rental of the property. Rental fee must be paid before picking up the key.

Signature of Applicant

Date

.....

The City of Hartford reserves the right to refuse the use of the Johnny Hughes Community Center to any individual, commercial or civic group whose activity it deems to be inappropriate to be conducted in a public-owned facility.

Deposit \$75.00

Rental Fee \$ _____

For Office Use:

Deposit Paid: \$ _____

Check #: _____

Date: _____

Receipt: _____

Deposit Refunded: _____

Date: _____

Check #: _____

Rental Fee Paid: \$ _____

Check #: _____

Date: _____

Receipt: _____

**RULES AND REGULATIONS
JOHNNY HUGHES COMMUNITY CENTER**

PLEASE NOTE:

**NO alcoholic beverages, drugs, loud music, or loitering will be allowed.
City may monitor area for compliance. Function may be stopped and
deposit shall be forfeited if a violation of this rule occurs.
Smoking will be allowed outside the Community Center in designated areas.**

1. Only adults (those over 21 years of age) will be allowed to reserve and sign for reserving the Community Center. The person signing for the building shall be considered the responsible party.
2. The key will be given to the person signing as the responsible party only. Keys shall be signed out and shall be returned to City Hall, the first working day following the function.
3. **Nails, screws, or other objects shall not be driven into, attached, or otherwise affixed to the building. Do not take down any bulletin boards or wall decorations inside the facility.**

Decorations: No decorations are to be attached to the walls. No staples or hot glue on ceilings, doors, or tables. No glitter allowed. No tape of any kind. No decorations attached to exit signs or blocking of exit ways will be allowed.

4. **The City is not responsible for any items lost or stolen.** The Community Center is not to be left unlocked when no one is inside. Those renting the facility will be responsible for any items lost or stolen.
5. Those renting the facility must provide their own kitchen utensils and supplies, if required.
6. Except for seeing-eye dogs, no pets will be allowed inside the facility.
7. Appropriate attire shall be worn at all functions. There shall be no entertainment that requires removal of clothing.
8. **The facility must be left clean and approved by the City & key returned before deposit will be returned.**

Immediately following the event, all garbage must be removed, floors cleaned and mopped, tables cleaned, lights turned off, and the building left securely locked. The kitchen area must be left clean.

Damage done to the facility or equipment must be repaired or replaced, to the satisfaction of the City, by the responsible party within a reasonable period after such damages occur.

To be signed at time application is made. I have received a copy of and agree to abide by all rules & regulations.

Signature

Date Signed