



RESERVATION APPLICATION

SHERWOOD REC CENTER GYM
W482 CLIFTON RD, SHERWOOD
NON-SMOKING FACILITY

KEY #: _____
RET'D: _____
DEPOSIT: _____
REFUND
DEDUCT: _____
RECEIPT# _____

TODAY'S DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE #: _____

PLACEMENT OF ITEMS INTO FACILITY OR REFRIGERATOR PRIOR TO DATE REQUESTED IS PROHIBITED. DEPOSIT MAY BE FORFEITED.

REASON FOR USE: _____

DATE(S) REQUESTED: _____

TIME REQUESTED: _____ TO _____

DEPOSIT: A deposit of \$150 is required at the time of application for residents. Deposit will be refunded in full if reservation is canceled at least 30 DAYS PRIOR TO DATE REQUESTED. Once paid, the Fee is non-refundable and non-transferable to another date or time. The deposit will be held until the key is returned and the Village employees verify the facility was properly cleaned after use. Possible forfeiture of the deposit and/or future use may occur if a Village of Sherwood employee must clean and after your scheduled use or if Village property is damaged or broken.

**RESIDENT DEPOSIT: \$150.00 Date Paid _____ ck#cash _____

RENTAL FEE WILL BE AS FOLLOWS: (Rental fee is in addition to deposit)

**RESIDENT: \$10 hr/\$35 per day Date Paid _____ ck#cash _____

***Resident" is defined as one who resides in and pays taxes to the Village of Sherwood.

Sign out key at Village office no earlier than two business days prior to the event. The key shall be returned to the Village office or dropped in the payment box outside the office door the first business day following the event. Users will have \$10 per day deducted from the deposit for late key returns. Village office hours are 8:30 a.m. to 4:30 p.m. Monday through Friday, excluding holidays. THE VILLAGE OFFICE IS NOT OPEN ON SATURDAY OR SUNDAY. If through your fault, a Village employee is called into work afterhours or on a weekend, your security deposit will be forfeited. After hours contact is the non-emergency Calumet County Sheriff's Department - (920) 849-2335.

THE FACILITY USER agrees to defend, protect, indemnify and hold harmless the VILLAGE OF SHERWOOD against and from all claims arising from the negligence or fault of the above named FACILITY USER or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above identified FACILITY USAGE.

Additionally, the above named FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY OR USAGE which takes place during the above identified DATE(S) OF ACTIVITY OR USAGE that is brought against the VILLAGE OF SHERWOOD by the above named FACILITY USER or any AGENT OF SAID USER whether such claim arises from the alleged negligence of the VILLAGE OF SHERWOOD, its employees or agents or FACILITY USER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

When signing this agreement the applicant understands and agrees to abide that all keys shall be returned to the Village office at the conclusion of the requested scheduled date(s) provided for respective program, no exception. This agreement includes storage keys used by authorized personnel. All deposits may take up to two (2) weeks to return, which will be refunded in a form of a check.

The applicant signing this agreement is held responsible for all damages and cleaning. User shall comply with the General Rules and cleaning as outlined on the reverse side of this agreement. The Village has the right to accept or deny any application.

APPLICATION APPROVED BY:

SIGNATURE OF APPLICANT:

CHECK LIST FOR CLEANING AND GENERAL FACILITY CARE

SHERWOOD REC CENTER GYM

Failure to comply with any or all of the items listed on the checklist shall result in forfeiture of the deposit.

This facility (gym floors, restrooms, lobby entrance) shall be cleaned at completion of your scheduled rental use. Refer to checklist below. A vacuum and broom are available in the locker room. You will need to supply the cloths and/or towels. Please do not use any abrasive materials for cleaning. Tables and chairs are not provided by the Village. Food and beverages are not allowed in the gym; please keep in the hallway.

Lights and fan switches are in electrical box on stage; switches are clearly marked. Please note: lights may flicker and take awhile to fully come up.

- THIS IS A NON-SMOKING FACILITY**
- SWEEP TILE FLOORS and STAGE (including rest rooms)
- WASH COUNTERS IN KITCHEN
- ALL GARBAGE IS TO BE REMOVED FROM THE BUILDING. Do not leave any soiled material in the facility receptacles after the event. Replace full garbage bags with clean garbage bags. *Do not place garbage into receptacles without a bag!*
- BATHROOMS: TOILETS CLEAN, FLOORS CLEAR OF DEBRIS, AND GARBAGE REMOVED. TURN OFF LIGHTS.
- TURN OFF LIGHTS AND LOCK ALL DOORS (verify front doors to gym and rear door on northside of the building in vestibule are locked, and emergency door to gymnasium is shut).
- RETURN KEY TO OFFICE THE FIRST BUSINESS DAY AFTER THE RENTAL

If Public Works is called into work afterhours or on a weekend for a non-emergency, your security deposit will be forfeited (i.e. you forgot to check out your key, locked yourself out of the building, etc.).