
Facility Use Application

Broadwater County
Ambulance Building Meeting Room
417 Broadway, Townsend

Organization: _____

Contact Name: _____

Date(s) Requested: _____ **Hours of Use:** _____

Phone: _____ **Email:** _____

Agreement:

I understand that I will provide a \$50 deposit and \$15 fee for use of the meeting space.

Priority for facility use will be given to county departments and associated groups and boards. There are no charge for these entities, but a deposit may still be required. The right to cancel a facility use is reserved by the county.

The deposit will be returned if the room has been cleaned, in the original condition and no damage to the facility or equipment has occurred. This includes putting tables, chairs and other equipment back in their original location. Please see cleaning checklist for specific responsibilities.

The undersigned organization, by signature of its authorized representative, hereby guarantees that the organization shall indemnify, defend and hold harmless Broadwater County and any of its employees from any and all liability, which are not the result of fraud, willful injury to a person or property or the willful or negligent violation of law by the county, expenses, costs (including attorney fees), damages and/or losses arising out of injuries or death to any person or persons or damage to any property of any kind in connection with the organization's use of the county facility.

Signature: _____ **Date:** _____

OFFICE USE ONLY

_____ Approved _____ Denied _____ Fee Waived Date of Decision: _____

Fee Paid: _____

Deposit Paid: _____ Deposit Returned: _____

If deposit was not returned in full, describe conditions: _____

MEETING ROOM CLEANING CHECKLIST

Before you leave the room, please do the following:

- _____ Make sure the toilet is not running and the kitchen and bathroom faucets are turned off.
- _____ Clean all unnecessary messes in bathroom and kitchen.
- _____ Appliances are unplugged.
- _____ Garbage is picked up and removed.
- _____ Vacuum. Sweep entrance if needed.
- _____ Put all tables and chairs back where you found them.
- _____ Wipe off tables.
- _____ Turn off lights and fans.
- _____ Lock doors as you leave.