

OOSTBURG MUNICIPAL BUILDING COUNCIL ROOM
USE REQUEST FORM AND CONTRACT

Name of Individual, Organization, Group or Business: _____

Date Requested for Use: _____

Time Requested for Use: _____

Person Responsible: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Liability Insurance: Yes _____ No _____ If yes, name of company: _____

Room Use Charge: _____

Fee applies for profit-based organizations, groups, business or individuals. Those groups who have Tax-exempt 503C status are not charged a fee. All groups, whether tax-exempt or not will be charged damage fees if necessary.

AGREEMENT

I, the undersigned, hereby release the Village of Oostburg, its employees or agents from any responsibility for any and all damages, claims or personal injury claims occurring during the term of this contract. It is further agreed that all property of any kind brought onto the premises shall be at the risk of the undersigned and the Village of Oostburg, its employees or agents shall not be liable for any injury, loss or damage to said property or injury to any person on the premises. I, the undersigned, have read and understand the rules and regulations for the use of the room and will be responsible for any damage caused to said facility or furnishings by mischief or negligence. I, the undersigned, acknowledge the fact that being permitted to use the Village Council meeting room does not in any constitute endorsement or contest of the group's policies, beliefs or activities by the Village of Oostburg or its employees or agents.

Signature: _____

Date: _____

APPROVED or DENIED:

Village of Oostburg

By: _____

Date: _____