

Facility Rental Application

Depot ()

Gazebo ()

Shelter ()

Organization Name: _____

Applicant: _____ Phone Number: _____

Complete Address: _____

Type of Function: _____

Date of Function: _____ Time of Function Including Set-Up/Tear-Down: _____ to _____

Estimated number of people in attendance: _____

I, _____ have read, received and understand the rental procedures, rules and regulations attached to this application governing the use of the Depot, Gazebo and/or Shelter buildings(s) and agree to abide by same. I further understand that I may be charged and additional charges may occur if any damage is done. All of the deposit may be retained in the event of damage or loss to Municipal property and that this forfeiture in no way limits liability of the applicant to the extent of damages. The deposit shall be returned to the below signed applicant after an inspection is made of the facility indicating the facility was cleaned, left in an orderly fashion and no damage occurred. The Municipality of Germantown does not assume liability for injuries or loss of personal property to any group or individual arising out of the use of the facility. Use of the facility in no way constitutes Municipal endorsement, agreement or support of any group, program or activity.

****If renting the Depot, Applicant must pick up keys and trash bags no later than 4:30 PM the last business day before date of rental.****

Please call Service Dispatch at 855-6567 or 313-1843/361-2826 with any issues/problems

Applicant's Signature: _____ Date: _____

For Office Use Only

Fee, including deposit: \$ _____ Date Paid _____ () Cash () Check # _____

() Rules Given Signature of Staff: _____

Inspection: Upon inspection the facility I found the facility to be:

Clean () Yes () No _____

Orderly () Yes () No _____

Damaged () Yes () No _____

Date: _____ Inspected By: _____

Inspection Check List

Depot:

() Trash

- Placed in proper receptacles
- Bags removed and placed in dumpsters at the Municipal Building
- New bags placed in trash receptacle

() HVAC

- Thermostat is set at 76° Fahrenheit summer/68° Fahrenheit winter

() Tables and Chairs

- Wiped off
- Returned to original formation

() Countertops/sink

- Clean and wiped down

() Restrooms

- Left clean and orderly

() Overall Condition

- Clean, orderly, no damages, left in original condition

Gazebo:

() Trash

- Placed in proper receptacles

() Overall Condition

- Clean, orderly, no damages, left in original condition

Shelter:

() Trash

- Placed in proper receptacles

() Tables

- Returned to original formation

() Overall Condition

- Clean, orderly, no damages, left in original condition