

## ***Special Facility Use Agreement Policy***

This policy is for City Properties not covered by current rental agreements or facility use agreements.

**A fully completed application must be presented to the City Manager at least 60 days prior to the requested date in order to be considered.** This will allow the appropriate boards to consider the request.

Once the rental rate is assessed it must be paid in full 15 days prior to the 1<sup>st</sup> day of rental.

The facilities will be used in a safe manner, and in compliance with all applicable federal and state laws and City ordinances, rules and regulations.

The City may enter the facilities at any time during the period of this agreement for inspection or supervision as deemed necessary.

The tenant shall indemnify and hold the City, its agents and employees harmless from any and all liability, costs, legal fees, expenses, damage or injury to participants or property, and any claim or causes of action arising out of the performance of this agreement or negligence.

This agreement may be modified only by a written agreement between the City and the Tennant.

Nothing within this agreement shall be construed as a waiver of governmental immunity by the City, its officers or employees.

The tenant shall not have the right to assign the interest it holds in this agreement.

The tenant should take proper steps to ensure that facilities and surrounding areas are free from litter, excessive noise, excessive traffic, parking problems, etc.



Nick Millwood, Mayor



Nicki Lundeen, City Clerk

\_\_\_\_\_  
Date

**SPECIAL FACILITY USE AGREEMENT APPLICATION**

Date of Request \_\_\_\_\_

Property Applying for \_\_\_\_\_

Start Date and Time: \_\_\_\_\_ End Date and Time: \_\_\_\_\_

Company Name \_\_\_\_\_

Name of Applicant/Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home or Business Address: \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Home or Business Phone : \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Description of how facility/property will be used \_\_\_\_\_

Rental Rate to be Determined \_\_\_\_\_

List of All Vendors that will be utilizing the above-mentioned property (List on a separate sheet and attach).

I/We confirm that all the information I/we have supplied is true and correct. I/we understand that I/we can be turned down for the property if I/we have falsified any information on this application. This application does not constitute a contract, lease or agreement for space.

**COMPANY NAME** \_\_\_\_\_

**BY:** \_\_\_\_\_ **DATE** \_\_\_\_\_

(Authorized Signature)

**I acknowledge that I have read, understand and will comply with the rules of the Special Facility Use Agreement Policy.** \_\_\_\_\_ **Initial**

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Office Use Only

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

City Council Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

DDA Date: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Applicant has been notified: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Notified by \_\_\_\_\_

Payment Received: Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Received By: \_\_\_\_\_