

MADISON / JEFFERSON COUNTY SENIOR CITIZEN BUILDING
208 WEST MAIN STREET, MADISON, INDIANA 47250

Thank you for choosing the Madison Senior Citizen Center for your event. The Center is available on a first come / first served basis. Complete and return at least 30 days prior to event date.

BALANCE MUST BE PAID 7 DAYS BEFORE EVENT.
NOTE: YOU ARE RESPONSIBLE FOR BRINGING ALL UTENSILS FOR YOUR EVENT.

FACULTY USE AGREEMENT

PLEASE PRINT

Individual / Organization requesting facility: _____ Phone: _____

Date requesting: _____ # of hours: _____ Activity: _____ Approx. size: _____

Time in: _____ Time out: _____ Person responsible: _____

Address: _____ City: _____ State: _____ Zip: _____

RESERVATION CONFIRMED UPON RECEIPT OF DEPOSIT

Madison Senior Citizens Center—This air conditioned building, located on Main Street, is perfect for baby showers, bridal showers, birthday parties or small wedding receptions. For a flat fee of \$25.00 - a kitchen facility is available for your use. The Senior Center will offer your group the opportunity to participate in either Bingo, euchre, play some billiards or just and visit.

Senior Citizens Rental:

Building fee: \$30.00 per hour _____

Kitchen facility: \$25.00 flat fee _____

of tables: _____ # of chairs: _____

YOU ARE RESPONSIBLE FOR GENERAL CLEAN UP OF THE ROOM

I REQUEST THE USE OF THE FACILITY IN COMPLIANCE WITH THE RULES OF THE MADISON PARKS DEPARTMENT AND RULES OF USE FOR THE MADISON SENIOR CENTER. I AGREE TO BE RESPONSIBLE FOR THE CONDUCT OF THOSE ATTENDING THE DAY OF THE EVENT.

SIGNATURE OF RESPONSIBLE PARTY: _____ DATE: _____
(CHECKS SHOULD BE MADE PAYABLE TO MADISON PARKS DEPARTMENT)

OFFICE USE ONLY

APPROVED: _____ DATE: _____ VERIFIED BY: _____

\$50.00 DAMAGE DEPOSIT DATE: _____ RECEIPT #: _____ CHECK #: _____

USAGE FEE: _____ AMOUNT PAID: _____ DATE RECEIVED: _____

RECEIPT #: _____ BALANCE: _____ DAMAGE DEPOSIT RETURNED: _____

RULES FOR THE MADISON SENIOR CENTER

1. The Senior Center is available on a first-come basis. The rates are on the facility Use Agreement.
- 2. You are responsible for general clean-up, spot mop, and taking trash to the dumpster. A broom and mop will be provided. You must leave the building in the same condition prior to rental. The person signing the agreement is responsible for all damages. Additional charges will be billed to renter for damages or violations of rules.**
3. Rental time is indicated of the Use Agreement. Additional time may be given for decorating with special permission from the Park Director or his Park Representative in charge.
4. Reservations are confirmed upon receipt of the \$50.00 damage deposit. Facility use fee must be paid within seven (7) days of the event. Cancellations must be made no later than two (2) days before your reservation Deposits will be forfeited for any cancellations made after agreed time, no shows, damages or violations of the term of rules.
5. A copy of the applicants liability home insurance is required (no additional insurance is required).
6. All groups using the building will be responsible for setting up and returning the tables, chairs, furniture, etc. to their proper storage areas. All tape/decorations used must be removed.
7. Children must be supervised at all times. This includes rest room visits. This building is used daily by the Senior Citizens and all equipment is to be protected. Any damage to equipment will be repaired and billed to the applicant on the rental agreement.
8. Restroom facilities are the responsibility of the person signing the agreement to be left clean after your event.
9. Use of the kitchen is available for a flat fee. You are to bring all utensils, pots, pans, dishcloths, etc. The supplies that are in the kitchen are for use of the Senior Citizens.
- 10. NO ONE IS TO GREASE FRY IN THE KITCHEN. THIS IS A STATE FIRE MARSHAL ORDER.** All caterers must contact Park Representative for a copy of the rules Information available by contacting the Park Director at 265-8308 or Senior Building at 265-4758.
- 11. NO SMOKING, NO ALCOHOLIC BEVERAGES AND NO FIREARMS ARE ALLOWED IN THE SENIOR BUILDING.**
12. All lights inside shall be turned off and the exterior doors are to be secured by using the hex key to the back door and a key for the front door.
- 13. If there is an emergency, you need to call the City Police Department at 812-265-3347 and request an officer to come to the Madison Senior Center at 208 West Main Street.**

I UNDERSTAND AND AGREE THAT I WILL COMPLY WITH THE ABOVE RULES. I UNDERSTAND THAT AFTER INSPECTION OF FACILITIES, AND NO VIOLATIONS OF RULES AND NO DAMAGE TO FACILITIES OR EQUIPMENT ARE MADE MY DAMAGE DEPOSIT WILL BE REFUNDED.

Applicant: _____

Date: _____

Park Representative: _____

Date: _____