

**CITY OF CLAYTON
FACILITY USE APPLICATION**

City Hall Conference Room

Library Meeting Room (Hoyer Hall)

Name of Applicant: _____

Organization's Name: _____

Mailing Address: _____

City/State/Zip: _____

Daytime Phone Number: _____

Emergency Phone Number for during the event (i.e. cell phone): _____

Description of Activity: _____

Day/Date Requested: _____

Time Requested: From: _____ a.m. /pm. To: _____ a.m. /p.m.

Anticipated Attendance: _____ Alcohol served? Yes No (If yes, requires separate City Permit)

Any cost to the attendees (i.e. entry fee, raffle ticket sales)? Yes No

Explain: _____

Amplified Music (DJ, Band, etc.)? Yes No If yes, is music to be outside? Yes No
(If outside, separate City permit required)

Food served? Yes No

Is caterer to be used? Yes No If yes caterer's Name: _____

(Hoyer Hall) Library Only:

Number of chairs needed (up to 110): _____ Number of folding tables needed (up to 10): _____

The undersigned hereby agrees to be responsible for the repair of any damage to the facility occurring during and by this use, and agrees to be responsible for the conduct of all persons attending this function. The undersigned has received a copy of the Room Use Policies and agrees to comply with the rules and regulations therein.

Signature of Applicant: _____ Date: _____

HOLD HARMLESS AGREEMENT

As applicant, or an officially authorized representative of the applicant, I agree that as a condition of the use of the Facility, the applicant hereby agrees to, and shall defend, indemnify and hold harmless the City of Clayton, its officials, officers, directors, employees, volunteers and agents from and against any or all loss, liability, expense, claim, costs, suits and damages of every kind, nature and description, directly or indirectly, arising from usage or activities for which Use Permits are granted.

Applicant/Designated Official: _____ Date: _____

***PICK UP KEY ON: _____ ***RETURN KEY ON: _____

