

Village of Cleveland
VFW CLUBHOUSE REGULATIONS

Name _____ Contact Phone _____
Address _____ Organization _____
Date(s) Reserved _____

Any event that includes an amplifying system, such as used by a band or disc jockey, requires Village Board approval. Be certain to file your application far enough ahead of your event to have the item added to a meeting agenda.

Date and hours an amplifying system will be used at your event: _____

Rental Fee: \$200/day (including \$100 security deposit),
➤ **6 AM to 11 PM for the event; facility must be cleaned and vacated by 12 Midnight**
Hourly Fee: \$60 for first hour (\$40 refundable), \$20 each hour thereafter, 3 hour minimum, Monday thru Thursday only
➤ Nonprofit groups are eligible for the hourly rate any day of the week

This document and all fees must be received in the Clerk's Office to receive key.

1. You are responsible to supply hot pads, serving utensils, dish cloths and towels, and dish detergent.
2. The Village will supply the following items: broom, mop, wash bucket, bathroom products, and garbage and recycling bags. The bags should be tightly closed and may be left in the building for removal by the Dept. of Public Works.
3. No decorating activities will be allowed prior to the rental date. All decorations must be removed and cleaning completed prior to leaving at the end of the rental period.
4. All activities are subject to Village ordinances, including noise. **ANY AMPLIFYING SYSTEM REQUIRES PRIOR VILLAGE BOARD APPROVAL. BE CERTAIN TO SUBMIT YOUR REQUEST WELL AHEAD OF THE EVENT.**
5. Any and all damages to the building or its contents may result in the forfeit of your deposit; and the person, persons, or organization renting the building will be responsible for any damage or ordinance violations taking place during the rental.
6. No fireworks, campfires or fire pits.
7. No smoking.
8. No outdoor camping, recreational vehicles, or camper trailers.
9. No pets in the building, other than service animals.
10. A reasonable attempt should be made to return tables and chairs to their original locations.
11. Securely lock all doors, turn off the lights, and lower the heat to 50 degrees upon exiting the premises.

I have read the regulations and understand and agree to pay for any damage arising from the use of the building. It is also understood and agreed that if I fail to clean up properly, or if the key is lost or not returned timely, the deposit fee will not be returned.

The Village does not supply liability insurance for events and activities in the care, custody and control of the applicant.

I agree to pick up the key no sooner than 24 hours prior to my event, or the Thursday before a weekend event, and return the key either in the Village Hall drop box or at the Clerk's Office no later than 24 hours after my event.

Signature _____ Date _____

To Be Completed By Staff

Park inspected by _____ Inspection date _____

Inspection notes _____

DVS: I authorize the release of _____ % of the security deposit. Date _____ Initials _____