



TOWN OF KIMBALL
 675 Main Street Kimball, TN 37347
 Phone 423-837-7040 Fax 423-837-1039
 Police Department – Non Emergency 423-837-7554
 In Case of Emergency – Call 911

Mayor Rex Pesnell Vice-Mayor Jerry Don Case Alderman John Matthews Alderman Mark Payne Alderman Johnny Sisk

**Kimball Municipal Building
 Building Use Request**

Requested by: _____ Date of Event: _____

Check Number/Cash _____ Key Number _____ Key Returned Yes / No

To reserve the building requires payment of a \$150.00 non-refundable usage fee within seven (7) days of reservation. Payment of the fee must accompany Request Form. Nonprofit charitable or civic organizations recognized under TCA Section 6-54-111 are exempt from payment of the usage fee.

Keys to the building will be furnished up to three days in advance of the event. This does not imply authorization to enter the building before your scheduled day as the facilities are often reserved for use by other individuals. This is merely offered for your convenience. Do not enter the facility on a day other than your reserved day or days. The renter is responsible for securing the entire building when the event is over.

Usage Time: 12:00 a.m. – 10:00 p.m. Central time Capacity – 100 (25 tables and 100 chairs)

Primary Contact _____ Phone _____

Alternate Contact _____ Phone _____

Description of event _____

The Town of Kimball shall not be responsible for any damages, losses, accidents or injuries to persons or property. The applicant and their participants shall indemnify, hold harmless, and release the Town of Kimball, its officers, agents, and employees from any and all claims, losses, damages, and liabilities.

Signature _____

Date _____

TURN OVER FOR RULES AND SIGNATURE



Use Agreement

- Surveillance cameras are in use on the premises for security and monitoring purposes.
- All users must place trash outside in the trash cans after each usage.
- In an effort to maintain a clean building for public usage, the Town requires that no decorations, wall hangings or any other items may be taped, stapled, glued or in any way fastened, adhered or otherwise affixed to any walls, windows, ceilings or fixtures. Please place table decorations only or bring in portable stands for your decorations such as easels or other similar items.
- The Town does not allow activities that can cause any damage to the walls, floors or any other parts of the building.
- Thoroughly clean kitchen area/stove/countertops/etc.
- Wipe off all tables/chairs with damp cloth.
- No leftover food or drink items are to be stored in refrigerator or freezer. Throw items out or take home.
- All dishes/pots & pans, and utensils should be placed in their proper place.
- The building should be left in the same manner as found. Please leave tables and chairs out.
- The floors must be left clean.
- Thermostat control should be set on 75 in the summer months & 65 in the winter months.
- Lights should be turned off and doors locked.
- The key can be returned to Town Hall during normal business hours or put in the drop box located at Town Hall. If the key is not returned, a \$25.00 fee will be charged.
- The renter is completely responsible for the behavior of and damage caused by anyone attending the renter's function.
- Any failure of equipment or damage to the property should be reported to Kimball Town Hall within 24 hours.
- The Town is not responsible for any equipment or other property left at the facility at any time. Property left for 30 days will be deemed abandoned and disposed of in a manner deemed appropriate by the Town, in accordance with State law. Excluding items left in the refrigerator, which will be disposed of immediately.
- Failure to comply with the rules for facility use may disqualify the user from further use of the facility.
- Revenue-generating activities for private gain shall not be permitted, nor shall any function be held herein for which tickets of admission have been sold except upon special permission of the Town.

Within the facility there shall be:

1. **No smoking of any kind, including electronic cigarettes or any other item that emits or lets off a vapor, smoke or steam**
2. **No alcoholic beverages or drugs**
3. **No gambling**
4. **No profane/abusive language or music**
5. **No dangerous or high risk activities**
6. **No pets, except for service animals**
7. **No children in kitchen area**
8. **Children and youth MUST be supervised by a responsible adult (age 21 or older)**

I have read and agree to all conditions stated above and will assume responsibility for informing all participants of these conditions.

Signature

Date

**Town of Kimball
675 Main Street
Kimball, TN 37347
Phone 423-837-7040 Fax 423-837-1039
In Case of Emergency - Call 911
Police Department - Non Emergency 423-837-7554**