

## Village Productions First Floor Building Use Application

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Purpose: \_\_\_\_\_

Name of Individual Responsible \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Dates and times requested: \_\_\_\_\_

Fee for Use of First Floor hall including kitchen\*:

\$50.00 for half-day (1 to 4 hours) or \$100 for full day (5 to 8 hours)

VP Members: \$25 and \$50 for VP Members

A \$50 deposit (cash or check) is required for cleaning. If building is left in condition of when it was rented, the cash or check will be returned or check destroyed.

Fees are payable at least 3 days before date of use.

\_\_\_\_\_ I/We have read the attached rules for the use of the building and will conform to these rules.

\_\_\_\_\_ I/We assume exclusive liability for any injury to persons, and any damage to property that may result from this use.

\_\_\_\_\_ I/We will immediately report any problems with the facility to Mary Ann Westendorf (740.777.4621) or Chuck Blyth (740.517.0691).

\_\_\_\_\_ I/We understand that this agreement does not include the use of the Village Productions Studio and Grange storage area on the second floor and at no time should you or your guests go to the second floor of the building.

\_\_\_\_\_ I/We understand that if we are an organization for children (ie: 4-H, cub-scouts), we will have at least 2 (not related to each other) adults who have had their organization required background checks.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please send this application to Village Productions, PO Box 32, Amesville, OH 45711 or email completed form to [village.productions.amesville@gmail.com](mailto:village.productions.amesville@gmail.com).

#### Office Use Only - CONFIRMATION OF RESERVATION

Reservation is hereby approved and confirmed of the space required as indicated above. Payment if applicable \$ \_\_\_\_\_ has been received. \_\_\_\_\_ Cash / Check \_\_\_\_\_ Date:

\*Reduced fees may be offered for meetings or events that benefit the general public and enhance the overall mission of Village Productions.