

APPLICATION FOR USE OF BENTON PAVILION BUILDING

Application is hereby made by _____, in behalf
of _____, to use the Benton Pavilion Building
(organization)
for the following function, _____

Date & Time _____

The person signing the agreement for use of the building shall be responsible
for all persons entering the building regardless of whether or not those entering
members of the group which has been permitted to use the building

Adequate supervision must be present at all times to assure proper care and use
of city property

No decorations may be attached to any interior part of the building

SMOKING and ALCOHOL are prohibited on the premises

Arrangement for gaining entrance to the building must be worked out in advance

The City of Benton is not responsible for accidents

Fee Charged _____ Deposit _____ Date _____

Returned Deposit _____ Date _____

City of Benton Signature _____

I have read the above agreement and regulations and agree to be personally responsible
for any damage to property that may occur during the time of this agreement. I am aware
that violation of any of the terms of this agreement or regulations will result in forfeiture
of future use of the building and all or part of said deposit.

Signature of responsible person _____ Date _____

Address _____ Phone _____

Pavilion Check List

Name of Organization or Person _____

Date & Time Pavilion being used _____

Please inspect building and premises when you arrive. If there is anything out of order please indicate

1. Dump all trash in trash carts & replace bags _____
2. Put away all tables & chairs _____
3. Clean bathrooms:
 - sweep floors _____
 - empty trash/replace bags _____
 - check/fill paper towels & toilet paper _____
 - make sure all toilets have been flushed _____
 - make sure there is no running water in sinks/toilets _____
4. Make sure all doors are locked _____
5. Turn off all lights _____
6. Return key & check list _____

Property shall not be removed from building, SMOKING & ALCOHOL are prohibited, adult in charge is responsible for check list & all persons entering the building. Failure to care & maintain this facility or failure to abide by these rules will result in no security deposit and right to use in the future.

If you have any questions, contact the city office at 316-778-1625. The City of Benton is not responsible for accidents.

Fee Charged per day _____ Deposit \$100

Returned deposit: yes or no Date: _____

City of Benton Signature _____