



**VILLAGE OF MONTICELLO
RECREATION BUILDING REQUEST
APPLICATION
Ted Stroebele Recreation Center (TSRC)**

Organization Name: _____

Person in charge: _____

Mailing Address: _____

Telephone Number - Cell: (_____) _____ Other: (_____) _____

Nature or type of use intended: _____

Date requested: _____ Room requested: _____

Approximate number of people expected to attend: _____

Will you need tables and chairs? _____ YES _____ NO

If so, how many? Tables _____ Chairs _____

Time: (beginning to end) _____ to _____ including setup time and breakdown time

**Rules and Regulations for the use of the Village of Monticello
Ted Stroebele Recreation Center (TSRC)**

The Village of Monticello (TSRC) is Village Owned and has been developed to provide non-profit organizations a comfortable, safe place to hold meetings. Food may not be served with the exception of light refreshments, such as coffee and pastry.

To accommodate such individuals and groups in a consistent manner, the following policies, rules and regulation for using the available rooms apply:

1. Applicant and all representatives at the TSRC shall conduct themselves with proper decorum at all times while on the premises of the TSRC and shall refrain from any activity that would annoy or offend the public.
2. At the termination of applicant's use, the designated area shall be surrendered in the same condition or cleanliness and repair as it was upon commencement of the use removed to outside dumpsters. Recycling bins are available and applicant is expected to use appropriately. If any cleaning or damage repair is necessary, the fee will be forfeited.
3. Applicant shall comply with all laws and regulations of any governmental body with jurisdiction over TSRC.
4. Applicant shall be solely responsible for obtaining any and all required permits or approvals relating to its use.
5. The Kitchen facilities are not available for use.
6. The renter must supply all cleaning supplies such as garbage bags.
7. Alcohol is not permitted.
8. The Village of Monticello retains the right to cancel an event and in the case of that the all fees will be refunded.

I have read and understand the rules and regulations of the TSRC use and agree to the terms set forth by the Village of Monticello. I understand a fee may not be charged for attendance at the event.

_____ Date: _____
(Signature of applicant)

Non-Refundable Maintenance Fee: \$35.00 (Date Paid _____)

Cleanup Deposit \$50.00 (Date Paid: _____)