



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 David Jackson Vice-Mayor Rex Pesnell Alderman Jerry Don Case 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 \$100.00 deposit, non refundable unless notified 72 hours before the event. Deposit must accompany Request Form.

Usage Time: 8:00 a.m. – 10:00 p.m. 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 personal losses, accident or disabilities. The applicant and their participants shall indemnify, hold harmless, and release the Town of Kimball from any and all liabilities.

Signature

Date

Use Agreement

- Trash should be placed outside in the trash bin.
- No Decorations are to be applied to the walls, or hung from the ceiling, table decorations only
- 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/pot & pans utensils should be placed in their proper place.
- The building should be left in the same manner as found.
- Before leaving the floors must be swept and spills wiped up or mopped if needed.
- Trash should be placed outside in the trash bin.
- Thermostat control should be set on 75 in the summer months & 65 in the winter.
- 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.
- Any failure of equipment or damage to the property should be reported to Kimball Town Hall within 24 hours.

Within the facility there shall be:

1. No smoking
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
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

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