

**CITY OF HERMITAGE  
MUNICIPAL BUILDING  
USAGE APPLICATION**

Please Print or Type

Organization \_\_\_\_\_

Requested by \_\_\_\_\_ Date of Request \_\_\_\_\_

Address \_\_\_\_\_  
(Number & Street) (City/State) (Zip Code) (Phone)

The organization requests the use of the following rooms or space:

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Special Requests (No. of Chairs, Room Set-up) \_\_\_\_\_

For the purpose of \_\_\_\_\_

Person in charge will be: \_\_\_\_\_ Phone \_\_\_\_\_  
(If different from above)

Number of persons attending \_\_\_\_\_

**Date(s)**

**Day**

**Hour(s)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Stipulations: \_\_\_\_\_

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Application NOT approved & reason: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Gary P. Hinkson, City Manager

*Signature required on backpage*

## **BUILDING REGULATIONS**

Any damage to building, facilities and grounds are the responsibility of the organization.

No food or drinks prepared in the building or on the grounds.

At the conclusion of the event, all areas used must be restored to their original condition.

No alcoholic beverages are permitted on City property. No smoking is permitted in the Municipal Building

There is no charge for the use of Municipal Building meeting space for approved Hermitage non-profit organizations and groups, provided that all rules on building use are followed. Space is available contingent first on the needs of official City business. A Building Usage Application form should be submitted no later than two weeks prior to the date requested.

All events and activities must conclude and the building emptied by 10:00 P.M. on weeknights. On weekends, the building can be available between 9:00 A.M. and 8:00 P.M. Failure to comply with time restrictions will result in fees being charged to the responsible party.

**The City reserves the right to cancel this use due to man made or natural disasters, inclement weather, or other justifiable reasons.**

**I HAVE READ AND UNDERSTAND THE REGULATIONS REGARDING USE OF THE MUNICIPAL BUILDING.**

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**Signature**

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**Date**