

**CITY OF CARMEL  
FACILITY USE REQUEST FORM**

Name/Organization: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

For Profit Organization: \_\_\_\_\_ Non-Profit Organization: \_\_\_\_\_ Individual: \_\_\_\_\_

Day and Date Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./p.m. (This includes set-up and clean-up time.)

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

City Facility Requested: Gazebo \_\_\_ Fountain Area \_\_\_ Japanese Garden \_\_\_

Palladium Center Green \_\_\_ Caucus Room (1/3) \_\_\_ (2/3) \_\_\_ Council Chambers \_\_\_

Special Requests: Electricity \_\_\_ Fountain Restroom \_\_\_ Other \_\_\_\_\_

Purpose: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

Vendors: Yes \_\_\_ No \_\_\_ (See Item 5, City of Carmel Facility Use Policy attached)

City Street Closing: (See Item 9, City of Carmel Facility Use Policy attached)

Large or Race Events: \_\_\_\_\_

Neighborhood Street Closing (Street(s), Address(es) Blocked) \_\_\_\_\_

The Carmel Board of Public Works and Safety reserves the right, in its sole discretion, to deny any facility use request and/or revoke any previously granted request to use a City facility for any lawful reason.

Received this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

**Mayor's Office**

Revised: 01/22/16

# ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH CITY FACILITY USE POLICY

I have read and understand the City of Carmel, Indiana ("City") Facility Use Policy and agree to be bound by all the terms and conditions set forth therein.

I will leave the City facility I use in the same condition that it was immediately prior to my use thereof. I agree to pay for any damage, repair or clean-up costs incurred by the City as a result of my use of a City facility.

I hereby certify that I, and the organization I represent, if applicable, agree to be bound by the City's Facility Use Policy and by any addition conditions or restrictions placed upon my/our use of a City facility by the Board. I understand that the Board has the right to deny, alter or revoke my request for the use of a City facility for any lawful reason. I and/or my organization also agree to indemnify and hold harmless the City of Carmel and all of its directors, officers, employees, agents and affiliates from any claims of whatever nature (whether foreseeable or not) arising from or in connection with this Application for any damages, costs or expenses incurred directly or indirectly as a result of my/our use of the City-owned facility and/or property.

Please sign below and deliver or mail the completed form to the City of Carmel, Attn: Lobby Reception Desk, One Civic Square, Carmel, Indiana 46032.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

CITY OF CARMEL, INDIANA

By and Through its Board of Public Works and Safety

\_\_\_\_\_  
Name of Organization/Applicant

\_\_\_\_\_  
Signature of Authorized Agent/  
Applicant

\_\_\_\_\_  
James Brainard, Presiding Officer  
Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title (If applicable)

\_\_\_\_\_  
Mary Ann Burke, Member  
Date: \_\_\_\_\_

\_\_\_\_\_  
Address of Organization/Applicant

\_\_\_\_\_  
Lori Watson, Member  
Date: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Christine S. Pauley, Clerk-Treasurer  
Date: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_