

TOWN OF SUTTON
Post Office Box 366
Sutton, West Virginia 26601
304-765-5581

J.L. Campbell
Mayor

Joan Bias
Recorder

AGREEMENT FOR USE OF SUTTON COMMUNITY BUILDING

I / We, _____ request the use of the Sutton Community Building on _____ between the hours of _____ and _____ to be _____
Used for _____.

Upon being granted permission to use the said premises, I will abide by the following rules and regulations.

- The Town of Sutton, by designated official will inspect the premises prior to and following the use there of. I understand that I will be responsible for any damage to chairs, tables or other fixtures in the building during the time of occupation.
- Upon entering the building, I will inspect the premises for cleanliness and report the the lack thereof of any broken fixtures to the Secretary immediately.
- I will be responsible for the clean up of the rooms after they are used. I understand there is a \$ 50.00 charge for the use of the upstairs and a \$ 25.00 deposit for clean up of the rooms, and a \$25.00 charge for the downstairs with clean up deposit of \$15.00
- I understand I must provide continuous, on site supervision for anyone under the age of 21 by an adult equal to or over the above stated age. I further understand that the Town of Sutton and the city officials thereof, assume no liability, what so ever, for the use of said property, and further that the undersigned agrees to hold the Town of Sutton harmless to indemnify it with respects to any and all claims of loss, damage, or liability by accident or otherwise, and for any expense incurred, suffered, or claimed by reason of or resulting from the undersigned's use thereof.
- I understand there is to be NO ALCOHOL OR TOBACCO PRODUCTS in the building.
- I have read and understand the above rules and waivers of liability and agree to comply with same in exchange for use of said property.

_____ Signature	_____ Date
_____ \$50.00 – Upstairs Rental	_____ \$25.00 – Downstairs Rental
_____ \$25.00 Clean-up Deposit	_____ \$15.00 – Clean-up Deposit
_____ \$Amount Received	

Received By _____ Date _____