

Application for Use Permit
Stockton Community Building
209 North Street Stockton, MO 65785

Event Date: _____ today's Date: _____

Event Time: _____ to _____

Set up Time: _____ (estimated time in)

Clean Up Complete: _____ (estimated time out)

Individual in Charge: _____ Group Name: _____

Phone #: _____ 2nd Contact Name & #: _____ (If applicable)

Address: _____
(Where deposit is mailed back to)

Lower level - up to 180 occupants/ 51 chairs/ 11 tables

Upper level - up to 150 occupants/ 86 chairs/ 12 tables

Area of Facility Requested: _____ Upper Level Lower Level

Type of Activity: _____

Number of People Expected: _____

I have been provided & read the Stockton Community Building Use Regulations. I agree to abide to all terms & conditions of use as stated.

Signature of Responsible Individual: _____

Deposit Receipt#: _____

Key Pick up/ date & time: _____ Key#: _____

Key Returned after event: YES NO

Community Building key needs to be returned after event. City Hall has a deposit/drop Box located on South side of building, in our drive thru for after hours.

Deposit refunded & mailed: Y N Deposit check# _____ shredded Y N

Please return signed application with required deposit & fees to secure Reservation:

City Hall
1424 South Street
PO Box 590
Stockton, MO 65785
(417) 276-5210

OFFICE USE ONLY-Complete by: _____

10/10/10

NOTICE TO ALL COMMUNITY BUILDING USERS

In order to have the deposit refunded, please ensure the following clean up list has been completed –

___ Place all trash in containers & securely tie / close bags (we will dispose of)
Sweep & mop – Supplies are provided –Upstairs in cabinet / Downstairs under the island in kitchen area

___ **UPSTAIRS** – Please place folded tables on the stage & chairs on the racks after event

___ **DOWN STAIRS** - We strongly discourage moving of tables & chairs – you will be responsible for any damages to walls or flooring. In the event tables /chairs are moved please straighten to proper order. Please do not remove or move **ANY** American Legion items

___ All lights must be turned off

___ Turn down HVAC unit / Close windows if opened

___ Clean & wipe down counters & tables

___ Check bathrooms for trash & put away

___ Lock doors & return key to City Hall (after hours drop off is located in the drive through *Please remember to leave facility in as good or better shape than you found it*

DO NOT- Place tape, thumb tacks, nails on walls, wood work or windows

DO NOT – Bring in any lawn /metal chairs or sit in window wells

DO NOT – Slide trash cans on floor or roll chair trolleys across the floors

DO NOT – Use any cooking devices other than coffee pots or crock pots

DO NOT – Smoke in the building

City Superintendent – Raymond Heryford (417) 955-1432

Stockton Community Building Use Regulations and Fees

The Stockton Community Building has been restored to an attractive, useful facility for public use. The building belongs to the community and is the responsibility of the city government to see that it is used wisely and appropriately. This responsibility is to insure that this public facility is maintained so that it will be available for all to use for years to come. The following policies and use agreements are to preserve and make available the Stockton Community Building for all area residents.

Reservation Policy: Reservations are taken on a first come, first served basis. Reservations will be accepted 1 year in advance. The balance due, deposit, use agreement and completed application for use will be required to secure event date. The use agreement must be read and signed by the individual who assumes responsibility for the welfare of the facilities and use of the Community Building. The individual signing the agreement is responsible for the actions of the rental group.

Deposit information & Fee information: A refundable deposit of fifty dollars (\$50.00) is required for use of either the upper or lower floor. This will be returned after the facilities have been inspected and determined to be without damage, clean and key returned. If a key is lost or broken a twenty five dollar (\$25.00) replacement fee will be charged. The use fee is fifty dollars (\$50.00) per floor. If rooms or equipment are damaged and/or require clean-up that exceeds the amount of the deposit, those additional costs will be charged to the person signing the agreement.

A special provision has been developed for an organization which would use the Community Building several times a year – "Sponsorship User Fee". A fee of three hundred fifty dollars (\$350.00) will enable a group the use of one level, twelve times in one year from the date of the user fee is paid.

Types of Uses: Rooms will be available for the following:

- A. Area clubs and civic organizations for meetings. Regularly scheduled weekly or monthly meetings may be held in the Community Building.
- B. Individuals or groups holding showers, receptions, anniversaries and reunions.
- C. Commercial, political or religious activities must be approved by the Park Board.
- D. Entertainment, dramatic productions, speakers, art shows, musical performances, dances, etc.

§ 150.100

Stockton City Code

at the tennis court and horseshoe pit.

- B. Any person violating this Section is guilty of a misdemeanor and subject to punishment as provided in Section 150.120 of this Article. (Ord. No. 140 §26.044(1,4), 7-27-92)

SECTION 150.110:

ALCOHOL IN CITY PARK

- A. Intoxicating liquor and malt liquor as defined in Chapter 600 of this Code shall be prohibited in the Stockton City Park during the hours from 10:00 P.M. until 8:00 A.M. every day
- B. No person shall possess intoxicating liquor or malt liquor within the boundaries of the City Park during these hours.
- C. No person shall be in the park if in an intoxicated condition during these hours.
- D. Violation of this Section may result in a penalty of a fine not less than fifty dollars (\$50.00) and not to exceed two hundred fifty dollars (\$250.00). (Ord. No. 127, 5-28-91)

SECTION 150.120:

PENALTY FOR VIOLATION

A violation of any of the regulations or conditions set out in Section 150.090 is a misdemeanor and upon conviction of such violation the violator shall be punished by a fine of not more than three hundred dollars (\$300.00) or confinement in Jail for not more than thirty (30) days, or both such fine and confinement. (CC 1979 §26.045; Ord. No. 14 §26.045, 6-22-81)

SECTION 150.100:

CLOSING HOURS

- A. The City Park located in the City of Stockton, Missouri, shall be closed to the public from 10:00 P.M. to 6:00 A.M. except for such activities that are specifically authorized by the Park Board and

ARTICLE II. PARK REGULATIONS

SECTION 150.090:

CITY PARK REGULATIONS

- A. *Stockton Community Building.* The following regulations shall apply to the Stockton Community Building:
1. No persons other than authorized employees or agents of the City of Stockton shall be on the premises, including the area outside of the building, after 12:00 Midnight local time until 8:00 A.M. the following morning.
 2. No person shall consume or have in possession any alcoholic beverages or any controlled substance while on the premises nor shall any person be on the premises while under the influence of alcohol or any controlled substance.
 3. No person shall make or cause to be made any excessive noise on the premises and if excessive noise is made on the premises and the person or persons directly responsible for such excessive noise cannot be determined, any person or the agent of any group contracting for the use of the building shall be deemed personally responsible for such excessive noise as a part of the contract for the use of the building.
 4. As a part of the contract for the use of the building, the party contracting with the City for such use shall be deemed to have agreed to be personally responsible for any damage to the premises which shall have resulted from such use, reasonable wear and tear excepted.
 5. No person shall litter any part of the premises.
- B. *Park Property Within City Limits.* The following regulations shall apply to all City Park property within the City limits:
1. No person shall operate any vehicle in any area other than those specifically provided for vehicular travel or parking without express consent from the Park Board or the Supervisor of Streets.
 2. No person shall litter in any such park area.
 3. No person shall damage any park equipment and if such equipment is damaged, the person or persons responsible shall be liable for the amount of such damages in addition to any fine or penalty provided for such offenses.
 4. Camping in the area is prohibited, except as authorized by the Park Board.
- C. *Rules And Conditions Applicable To All Persons Using Areas.* All persons using any of the areas or premises mentioned in this Section shall be deemed to have consented to abide by the rules and conditions set out herein as a condition of their use of said facility. (CC 1979 §26.043; Ord. No. 14 §26.043, 6-22-81)