CRETE NEBRASKA Community in Motion NEBRASKA ECONOMIC DEVELOPMENT CERTIFIED COMMUNITY

APPLICATION FOR THE

Crete Carrier Room Grant

SECTION ONE: APPLICANT INFORMATION

Name of Applicant/ Organization: Apace Crete

Contact: Jay W Gilbert

Address: 1951 E 13th St

Phone: 402-826-9187 E-mail: jay.g.gilbert@doane.edu

Description of Event: A Community sing-a-long with the Apace Choir of Crete and special performance by the Doane University Women's Ensemble.

Date and Time of Event: Wed Dec 2 2026 1:30-2:15

City Sponsor/Advocate: Mayor Dave Bauer

SECTION TWO: COMMUNITY PURPOSE

Mission of the Event/Organization: To bring a joyful spirit to the holiday season thru the singing of well know holiday music.

Community Served by the Organization: Apace serves the needs and well being of disabled citizens (see Attached)

Population Served by the Event: Approx. 95 adult disabled individuals.

SECTION THREE: FINANCIAL NEED

Please explain your need for assistance to rent the Crete Carrier Room: Apace is a non-profit state supported organization. No one is being compensated to give this performance.

SECTION FOUR: GENERAL TERMS AND CONDITIONS

If awarded, the requested funds will be paid to cover the fee and security deposit for use of the Crete Carrier Room. Any costs to clean or repair damage to the event space shall be billed to the grant recipient and must be paid upon receipt of an invoice from the City. The recipient must remain in good standing with the City of Crete to maintain eligibility for the grant.

By obtaining funds from the City of Crete, the recipient acknowledges acceptance of the terms and conditions of the award. The City of Crete may withdraw this grant if the event or the nature of the event changes and is determined to no longer fulfil the grant's purpose.

SECTION FIVE: APPLICANT CERTIFICATION

CERTIFICATION

I/WE CERTIFY THAT THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND CORRECT AS OF THE DATE SHOWN BELOW. IN THE EVENT THAT CIRCUMSTANCES CHANGE BEFORE THE EVENT, I WILL, WITHIN TEN DAYS, NOTIFY THE CITY OF CRETE AND RE-SUBMIT MY APPLICATION.

Signature: _____ Date: 10-30-2024

Signature: _____ Date: _____

SUPPORTING DOCUMENTATION

Please attach copies of the following documents with your application (check all that apply). Failure to attach proper documentation may result in a delay in processing your application for assistance.

- ☑ Event Program or Invitation
- ☑ Documentation supporting the Mission of the Organization or Event.
- ☑ Copy(ies) of driver's license or other legal photo identification for individuals responsible for the event.
- ☑ Proof of Insurance
- ☑ Crete Carrier Room Rental Agreement

Please mail or bring this signed application and required documents to:

City of Crete
243 E. 13th Street, PO Box 86
Crete, NE 68333

CRETE CARRIER COMMUNITY ROOM RENTAL

(150 Capacity)

REQUEST FORM Requesting grant funds

Please review this form carefully and in its entirety.

Date of Event: December 2, 2026 Times of Event: Noon - 2:30

Name: Apace - Crete Phone #: 402-826-9187

Address: 1951 E 13th St. City State Zip: Crete 68333

Type of Event: A Holiday Sing-a-Long for Crete

# of Round Banquet Tables: 0-12 Ø # of Rectangular Tables: 0-32 1 table

# of Chairs: 0-150 150 chairs

☑ **Check if using Kitchen**

☑ **Check if Audio/Visual Equipment Needed**

Fees:

Weekends & Holidays	$150.00/day
Weekday	$25.00/hour
	$150.00/day
Audio/Visual Use	+$50.00

Emergency Numbers: 402-826-9766
402.418.2828
402.826.9758

Hold and Deposit:

Full Rental amount is due to hold date (non-refundable).

$350 cash deposit due before use of facility is approved and key is issued.

Deposit is refundable pending cleanliness and condition inspection.

Checklist

- ☑ Signed Contract
- ☑ Certificate of Insurance
- ☐ Alcohol – requires additional contract 4 weeks in advance

All events must end by 10pm central time and the renters must clean the event space and leave by 11pm central time.

CITY OF CRETE, NEBRASKA
EVENT CONTRACT – COMMUNITY ROOM

This agreement is entered into between the City of Crete, Nebraska ("City") and Apace - Crete ("Lessee") upon the date of signature by both parties.

AGREEMENT:

In consideration of the mutual promises and understandings of the parties set forth below, the parties agree as follows:

§1 Lessee shall be entitled to possess and use the Community Room and nearby restrooms ("Premises") located at 1515 Forest Avenue solely for the following event:

Event Description: A Holiday Sing-a-Long

Event Date & Time: Wed Dec 2, 2026 1:30 - 2:15

Lessee may reserve the use of the kitchen facilities within the Premises for an additional fee.

Lessee shall not have exclusive use of the City's facilities and shall conduct its activities so as not to interfere with activities or business carried on by the City or any other person using the City's facilities.

§2 Lessee shall pay a rental fee of $25.00 per hour or $150 per day for the use of the Premises and shall provide a $350.00 cash or credit security deposit. The City may require all or part of any fees, charges, or deposits to be paid at the time a reservation is made. Sales tax shall be required on all fees and charges paid to the City unless Lessee is a tax exempt entity. Such taxes shall be in addition to all amounts set forth herein.

§3 Lessee may use the audio-visual equipment that already exists in the Premises. The City shall set up and, if needed, operate the equipment for an additional charge of $50.00 per hour.

§4 Lessee may use the furniture that already exists in the Premises. The City shall make the requested number of tables and chairs available, and Lessee shall be responsible for setting up and arranging such furniture within the Premises.

§5 Lessee shall be responsible for inspecting any equipment or furniture before its use and accepts any equipment it uses on an as-is basis. Equipment shall be returned in the same condition, and Lessee shall be responsible for any damage or loss to the equipment or furniture beyond reasonable wear and tear.

§6 Lessee or their agent shall be present at the Premises at all times throughout the event. Lessee shall provide adequate and appropriate supervision of and is solely responsible for all persons invited to, participating in, or associated with the event, and Lessee further understands and acknowledges that all city facilities are under video surveillance for the protection of city property.

§7 Lessee shall be responsible for fully cleaning the Premises after the event is over, which includes, but is not limited to, picking up and properly disposing of all garbage, wiping down all tables and chairs, removing any decorations, and vacuuming and moping the floors.

§8 No smoking, tobacco products, paint, ink, explosive or flammable substances, or hazardous, toxic, or caustic chemicals are allowed in any of the City's facilities.

§9 Lessee shall not dispense or allow the use or consumption of any alcoholic beverage in violation of any federal, state, or local law, rule, regulation, or policy. Alcoholic beverages of any kind are prohibited unless an Alcohol Use Rider has been executed by both parties and attached to this contract.

§10 All personal property, including equipment, furniture, and fixtures, placed, kept, or left in the Premises shall be so done at the sole risk of Lessee. The City shall not be liable for any damage or loss caused by theft, burglary, water, fire, or any other cause occurring on or about the Premises.

§11 All uses of city facilities and services shall comply with any space usage or rental policies adopted by the City, which shall be incorporated herein by reference, and all federal, state, and local laws, rules, and regulations. Lessee shall be responsible for enforcing all such policies, laws, rules, and regulations on its agents, employees, and attendees.

§12 Lessee shall provide adequate accident liability insurance for the event. An adequate insurance policy shall be, at a minimum, an occurrence general liability policy in the amount of $1,000,000 that names the City as an additional insured. A Certificate of Insurance must be submitted to the City prior to the scheduled event date.

§13 Lessee shall be responsible for and shall indemnify and hold the City harmless from any and all claims, demands, or actions made by any person for any loss or damage sustained based upon or arising out of the negligent or willful acts or omissions of Lessee, its employees, agents, invitees, or guests. Lessee shall have no right to indemnification or contribution from the City for any judgments rendered against it.

§14 In the event public use of the Premises is interrupted because of any act or regulation of a political entity, epidemics, natural disasters, or other cause beyond the control of either party, this contract may be suspended or terminated by either party without prior notice, and neither party shall be liable for such suspension or termination.

§15 The City's failure to insist upon the strict performance of any provision of this contract or to exercise any right based upon breach will not constitute a waiver of any rights herein. No custom or practice of the parties which varies from a term of this contract shall be a waiver of any party's right to demand exact compliance, and no conditions or provisions of this contract can be waived unless approved by the City in writing.

§16 This contract shall be governed by, construed according to the laws and regulations of, and subject to the jurisdiction of the State of Nebraska.

§17 This contract and any documents incorporated herein by reference or attached hereto constitute the entire agreement of the parties, and any representations or promises not contained within shall not be binding upon the parties.

§18 This contract shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, heirs, and legal representatives.

§19 This contract or any amendment to this contract may be signed in any number of counterparts; each of which will be considered an original, and all of which taken together will constitute one contract or amendment, as the case may be.

§20 Each section, paragraph, clause, sentence, and word of this contract is intended to be severable. If any part of this contract or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other portions of this contract that can be given effect without the invalid part.

ACCEPTANCE PROVISIONS.

The parties acknowledge they have read and understand this contract, they agree to its provisions, and that it will be effective on the date when both parties have signed.

CITY OF CRETE	**LESSEE**
By: Lori Kuhlmeier **(Signature of Authorized Official)**	**By:** **(Signature)**
Lori Kuhlmeier **(Typed or Printed Name/Title)**	JAY W GILBERT **(Typed or Printed Name)**
8-19-26 **(Date)**	8-19-2026 **(Date)**

apace

*The **Apace Choir of Crete** invites you to attend our*

Holiday

Sing-a-Long

Wednesday, December 2, 2026

1:30 – 2:15 p.m.

Crete Public Library — Crete Carrier Community Room

1515 Forest Ave.

Featuring a selection of holiday songs both familiar and famous.

apace

Who We Are

*We support people with intellectual and developmental disabilities in **southeast Nebraska**.*

Mission

***Provide** desired **education** and **support** to individuals with disabilities, promote safety and respect, and advocate for dignity and inclusion within the community.*

How We Work

Individualized

Through smaller, more personal programs, we can tailor our services to each individual's needs.

Local

Our programs are designed specifically for people and communities in southeast Nebraska.

Proactive

Our organization has decades of experience meeting the highest level of state certification.

Outcome-Focused

We create optimistic, achievable benchmarks to set individuals up for personal success.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/21/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	Cynthia Reinsch	
UNICO Group 1128 Lincoln Mall, Suite 200 Lincoln, NE 68508	PHONE (A/C, No, Ext):	(402) 434-7200	FAX (A/C, No):
	E-MAIL ADDRESS:	creinsch@unicogroup.com	

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Philadelphia Indemnity Insurance Company	18058
INSURER B :	Dakota Truck Underwriters	34924
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
Apace
4433 S. 70th Street, Ste 200
Lincoln, NE 68516

COVERAGES **CERTIFICATE NUMBER: 1787341901816** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. ***Not Applicable in WY**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY [ ] PRO-JECT [ ] LOC OTHER:			PHPK2571550-024	7/1/2026	7/1/2027	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 20,000 $ 1,000,000 $ 3,000,000 $ 3,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2571550-024	7/1/2026	7/1/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE X DED [X] RETENTION $ 10,000			PHUB870365-024	7/1/2026	7/1/2027	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WC010-0003202-2026A	7/1/2026	7/1/2027	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 500,000 $ 500,000 $ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Crete
Crete, Nebraska

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2025 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD