

RENTAL APPLICATION & AGREEMENT

I have read, understand, and agree with the [Rental Rules & Procedures](#) of the Civic/Visitor Center and that I am responsible in following all of them.

Signature of Responsible Person or Party: _____

Date: _____

Name of Person, Club or Organization:							
Type of event to be held:							
Expected Number of Attendees:							
Date(s) of the event:							
Start Time:	End Time:						
Name of Contact Person:							
Organization Address (if applicable):							
Contact Phone Number:							
Contact Email Address:							
Area or Areas needed for the event (Please circle one of the following)							
<u>CC – Meeting Room A</u>	<u>CC – Meeting Room C</u>						
<u>CC – Meeting Room B</u>	<u>CC – Meeting Rooms A,B,C</u>						
<u>CC – Meeting Room D</u>	<u>CC – Meeting Room E</u>						
<u>CC – Meeting Room F</u>	<u>CC – Meeting Rooms D,E,F</u>						
<u>CC – Special Events Room</u>	<u>CC – All Rooms</u>						
Additional Resources or Equipment Needed (Please circle all that apply)							
<u>Projector (Portable)</u>	<u>Projector (Main Room)</u>						
	<u>Stage</u>						
*** For City Use Only ***							
Deposit Paid	___ / ___ / ____	Amount	\$	Cash		Check #	
Date:							
Rental Fee Paid:	___ / ___ / ____	Amount	\$	Cash		Check #	
Refund Payable To Name:							
Address:							
Received By (City Staff):							
Received Date:							