

Please download the form and open it with ADOBE READER in order to submit it via email! An active email account is required.

CITY OF METTER  
METTER COMMUNITY CENTER  
RESERVATION CONTRACT

**FOR OFFICE USE ONLY:**

Deposit Paid: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Rental Fee Paid: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Deposit Returned: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Large Room \_\_\_\_\_ Small Room \_\_\_\_\_

Name of Individual/Organization:

\_\_\_\_\_

Contact Person (if Organization):

\_\_\_\_\_

Mailing Address:

\_\_\_\_\_

(street)

(city)

(state)

(zip)

Telephone Number:

\_\_\_\_\_

(home)

(work)

(cell)

E-Mail Address: \_\_\_\_\_

**Date of Rental:** \_\_\_\_\_ (16 HOURS)

**\*Note: Your time of reservation MUST include your set up and clean up time. Your set up before and clean up after must take place within your rental time. Clubs, both civic, and school, and non-profit, shall be allowed use of the building to raise funds for their club benefits at no charge. No business enterprise is authorized to operate from the Center!**

Purpose of Rental: \_\_\_\_\_

**\*Note: Depending on the type of rental, a security guard may be hired at the lessee's expense if deemed necessary by the City of Metter.**

Number of People Expected to Attend: \_\_\_\_\_

