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 ON	<mark>.</mark> Y:							
Deposit Paid:	/	/	Cash	_ Check				
Rental Fee Paid:	/	/	Cash	Check	_			
Deposit Returned:	/	_/	Large Room	ı	Small Roo	om		
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 Ex	Number of People Expected to Attend:							

Age Group of People At	•					
If room is reserved for	•	•				
*Note: A	minimum of 1 c	haperone to	10 children is required.			
that my reservation is contract form is comple entire understanding witcorrespondence, discussing or equipment is missing or	not completed until sted. This written a th respect to the su sions, and represent t damaged, that I wi egoing, Lessee repre	the rental fee greement, signo bject matter h rations. <mark>I furtho</mark> I <mark>l be responsib</mark> l	e with the City of Metter. I understand and deposit are paid and a reservation ed by the parties, contains the parties' nereof, and supersedes any and all prior er understand that if any of the below le for replacement of such equipment. as read and fully understands the Terms e.			
Lessee Sig	nature	_	 Date			
City Signat	ture		Date			
	OFFTC	LISE ONLY				
Rental Fee \$						
	_					
Staff Making Reservation	ons:					
Date:						
Key No assigned:						
Date/time issued:						
Date/time returned:						
Inspected after event b	y:	 				
Equipment at the Co	mmunity Center	:				
Items	How Many	Cost Each	Number Missing			
Metal Folding chairs	76	(\$25.00)				
Plastic chairs	54	(\$45.00)				
6' folding tables	40	(\$85.00)				
Date:	Approved:		Denied:			
			(Pay 05/21)			

(Rev. 05/21)