

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: _____

Age Group of People Attending: _____

If room is reserved for minors, how many chaperones will attend: _____

***Note: A minimum of 1 chaperone to 10 children is required.**

This is a confirmation of the reservation that I have made with the City of Metter. I understand that my reservation is not completed until the rental fee and deposit are paid and a reservation contract form is completed. This written agreement, signed by the parties, contains the parties' entire understanding with respect to the subject matter hereof, and supersedes any and all prior correspondence, discussions, and representations. I further understand that if any of the below equipment is missing or damaged, that I will be responsible for replacement of such equipment. Notwithstanding the foregoing, Lessee represents that it has read and fully understands the Terms and Conditions of Use.

Lessee Signature

Date

City Signature

Date

----- **OFFICE USE ONLY** -----

Rental Fee \$ _____ Large _____ Small _____

Staff Making Reservations: _____

Date: _____

Key No assigned: _____

Date/time issued: _____

Date/time returned: _____

Inspected after event by: _____

Equipment at the Community 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: _____

(Rev. 05/21)