

**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)

**Date of Rental:** \_\_\_\_\_

**\*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: \_\_\_\_\_

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	68	(\$25.00)	_____
Plastic chairs	168	(\$45.00)	_____
6' folding tables	25	(\$85.00)	_____

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

(Rev. 09/16)