



COMMUNITY CENTER RENTAL FORM

Name of organization/individual _____

Person supervising activity _____

Phone Numbers: Home _____ Work _____ Cell _____

Address _____

Email _____

Date of Event _____ Type of Event _____

Event Times: Set up _____ Start _____ End _____ Clean up _____

Please circle Group Type/Fees Below:

*Event fee covers up to 4 hours. The hourly rate begins after that.

Note: Facility has approximately 14 folding chairs and 2 oblong tables available for use.

Group Type/ Size	Residents/Employees			Non-Residents		
	Event Fee*	Hourly Fee	Cleaning Dep	Event Fee*	Hourly Fee	Cleaning Dep
Civic/Government	-	-	50	25	10	50
Non-Profit						
<10	-	-	50	15	5	50
10-25	-	-	75	25	10	75
26-35	-	-	100	50	15	100
Private						
<10	50	10	100	75	20	150
10-25	75	15	150	100	30	200
26-35	100	25	200	150	50	250

Amount Paid: _____

The applicant and the applicant's group, shall indemnify, defend, and hold City, its elected and appointed officials, agents, employees, and volunteers harmless from all liabilities, claims judgments, demands and costs arising out of or resulting from applicant's, applicant's group or their invitees' use of the Adair Village Community Center and adherence to all city regulations. I have read and agree to abide by the regulations established for use of a Adair Village City Facility. I agree to be solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage. I agree to promptly reimburse the City for all damages. Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

User Signature _____ Date _____

Key checked out: # _____ Key must be picked up and returned during normal business hours, M-F 8:00 a.m. to 5:00 p.m. Initial acceptance of responsibility for key return no later than the next business day following your event _____.