

TARKILN COMMUNITY CENTER

RENTAL REQUEST FORM

Please fill out completely

Organization: _____ **Today's Date:** _____

Contact Person: _____ **Phone #:** _____

E-Mail address: _____ **Cell Phone #:** _____

Mailing Address: _____

Please indicate the type of organization: (Circle One)

Non-profit organization

Small Business

Community group

Other: _____

Type of program/event offered:

Expected Number of participants: _____

Room(s) Requested: (Circle one)

1926 North Hall

1871 South Hall

Entire Facility

North Hall Office

Kitchen

Exterior

Dates Requested	Time In	Time Out

IMPORTANT: Include set-up & clean-up in requested time

Signature & Acceptance

I have read the Terms and Conditions for the Use of the Tarkiln Community Center and agree to abide to all of the policies set forth. As an authorized representative of the organization, I understand that by signing my name below I/we are accepting responsibility for all damages to the facility during its use.

Authorized Signature: _____ **Date:** _____

Do not write below this line - FOR RECREATION DEPARTMENT USE ONLY

Application is ☐ Approved ☐ Denied **Date** _____ ☐ Conflict ☐ Policy

Recreation Director Signature: _____ **Date:** _____

Additional Comments: _____

Fees Paid: \$ _____ **Check #** _____ **Date Check received:** _____

Security Deposit: \$ _____ **Check #** _____ **Key Returned:** _____

