FACILITY RENTAL APPLICATION

Keyless entry. You will be given a code to get into the community center. Pavilion will be unlocked for you.

NAME PHONE NUMBER

ADDRESS CITY, STATE & ZIP

TYPE OF EVENT EMAIL ADDRESS

DATE OF EVENT START & END TIME

**\_\_\_\_\_\_\_\_\_\_** Civic Center Rental **\_\_\_\_\_\_\_\_\_**Pavilion Rental

WILL ALCOHOL BE PROVIDED? **\_\_\_\_\_\_\_\_\_\_**

I, THE UNDERSIGNED, HAVE READ THE POLICIES AND GUIDELINES AND AGREE TO COMPLY WITH THOSE POLICIES.

SIGNATURE DATE

CITY CLERK

FOR OFFICE USE ONLY

AMOUNT OF DEPOSIT\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF DEPOSIT \_\_\_\_\_\_\_\_\_\_\_\_\_\_

BALANCE PAID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE PAID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSURANCE CERTIFICATE RECEIVED? YES NO

\*\*\*Please send in one check for the rent and a second check for the deposit which will be held. We will shred it at the end of the event if there are no issues. Rent can be paid online. Please do not pay the deposit online. Deposit and proof of insurance should be returned with this form.\*\*\* See fee schedule on the reverse of this form.

NEW CIVIC CENTER FEE SCHEDULE:

* City Resident - $50 half day use, $100 full day use
* Non-City Resident - $75 half day use, $150 full day use
* The deposit remains the same at $100.
* There is no additional fees for use of the TV, Internet or kitchen facilities.

$100.00 deposit check will be shredded upon inspection of the hall.

Please write 2 separate checks payable to: CITY OF MCCAUSLAND. Rent portion can be paid online at [www.CityofMcCausland.com](http://www.CityofMcCausland.com).

WI-FI Password is: specialuse

PAVILION FEE SCHEDULE:

* Free if no reservation is made. Call for it to be unlocked. 563-949-9633
* Reservation fee is $25.

KEYLESS ENTRY

You will receive a code for the code box on the door. Check your text messages.