

ALL MONIES MUST BE RECEIVED IF YOU WANT TO RESERVE A DATE. SHOULD YOU CANCEL THE EVENT PRIOR TO IT; THEN A \$50 CANCELLATION FEE WILL BE RETAINED . ANY OTHER MONIES SHALL BE RETURNED.

Signature of Person assuming responsibility for use of building

Date of Event

Mailing Address: _____

Phone Number: _____

Date FEE paid: _____

PLEASE HELP US KEEP THE RENT FOR THE USE OF THE COMMUNITY CENTER AFFORDABLE BY FOLLOWING THESE RULES.

Vacated Inspection Notes _____

Amount Refunded: \$ _____

Check #: _____

Date: _____

Keys Returned: _____ Yes

_____ No

Signature of Town Employee