CITY OF REEDLEY
COMMUNITY SERVICES DEPARTMENT
Application for Community Center Use

Requested Day & Date: _____Purpose: _____Estimated Attendance: _____
Name of Applicant: _____ Phone: _____ Alternate Phone:_____
Mailing Address: _____
Street/Mailing Address City State Zip

Would you prefer to have the invoice and all correspondence emailed? Yes No Email: _____
Who do you want the refund to go to? (Name & Address): _____

Room(s) Requested:

□ California Room (up to 400 people)	□ Redwood Room (up to 100 people)	□ Kings River Room (up to 30 people)	□ Sierra Room (up to 40 people)	□ Senior Room □ Senior Patio	□ Kitchen □ Patio/Garden

Time of Activity:
Begins: _____ am/pm
Ends: _____ am/pm

Set Up Time (Tables/Chairs):
Circle One: **Friday/Saturday**
From: _____ am/pm
To: _____ am/pm
For Sat. events (CA Room only):
$35/hour

Friday or Saturday
Decorating Date: _____
Decorating Time:
Begins: _____ am/pm
Ends:_____ am/pm

Kitchen Use Time:
Begins:_____ am/pm
Ends: _____ am/pm

- Tables and Chairs must be set up and put away by applicant.
- All cooking and eating dishes and utensils must be supplied by the caterer and/or applicant.
- Ice machine is not guaranteed

Will there be….	Will you need…	# of Tables:
Dinner? Yes or No	Sound System? Yes or No	_____ 5 ft Round (Seats 6-8)
Dance? Yes or No	Movie Screen? Yes or No	_____ 8 ft Long (Seats 8-10)
Alcohol? Yes or No	Coffee Maker? Yes or No	

Rates and fees are subject to change upon City Council approval. City-sponsored or co-sponsored events will take precedence and may bump other reserved events. All fees are due within 90 days of activity date. Fees and deposits are not refundable if event is canceled within 90 days prior to event. Deposit is due when application is submitted.

I agree to follow all rules, regulations and policies of the City of Reedley on the use of the Reedley Community Center. I understand that I am responsible for any, and all, repair costs for damages to the building and surrounding areas. Denial of future use of any City of Reedley facility for a period of two years and/or forfeiture of deposit shall occur if I do not comply with any rule, regulation, policy or requirement.

I understand the City of Reedley will not be held responsible for items brought to this activity as requested in this application which becomes lost, stolen or damaged before, during or after the activity. This is to include damage or loss due to any mechanical failure that may occur.

The City of Reedley reserves the right to require that the building user provide adequate liability insurance coverage for the City and the user against claims for money or damages. The City requires a Certificate of Insurance showing that adequate coverage is in effect before the event can be held. The Lessee shall save, keep and hold harmless the City of Reedley, its officers, agents, employees, and volunteers from all damages, costs or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason or in the course of use which may be occasioned by any willful or negligent act or omissions of the Lessee, any of the Lessee's employees, or guest. The City of Reedley will not be held liable for any accident, loss or damage.

Signature of Applicant: _____ Date: _____

------OFFICE USE ONLY—---

Rental Packet given to customer on _____
Insurance Certificate: _____

Invoiced on _____
In DASH on _____

Receipt #:: _____ Date: _____ Deposit: _____ Cash/Check#: _____ From: _____