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## RAY ROBISON COMMUNITY HALL 206 WEST COMMERCIAL RESERVATION APPLICATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REQUESTED  
DATE(S) OF USE: \_\_\_\_\_

TYPE OF USE: \_\_\_\_\_

WILL THERE BE ALCOHOL: CONSUMED?  Yes  No    SOUND SYSTEM?  Yes  No

HOURS OF USE: FROM: \_\_\_\_\_

TO: \_\_\_\_\_

**\*THE CITY REQUIRES A \$150 CLEANING DEPOSIT** WITHIN 10 BUSINESS DAYS OF THE REQUEST IN ORDER TO KEEP THE BOOKING YOU REQUESTED. FOR SAFETY REASONS NOTHING IS ALLOWED TO BE HUNG FROM THE CEILING. CLEANING DEPOSIT WILL BE FORFEITED IF CEILING TILES ARE DISRUPTED, CLEANING IS NOT COMPLETED, AND/OR COMMUNITY HALL KEY IS NOT RETURNED TO THE DROP BOX AFTER YOUR RESERVATION DATE.

SIGNATURE OF APPLICANT: \_\_\_\_\_

COUNCIL APPROVED:    ALCOHOL VARIANCE:  Yes  No

NOISE VARIANCE:  Yes  No

SIGNATURE OF CITY REPRESENTATIVE: \_\_\_\_\_

NOTES: \_\_\_\_\_

Walkthrough performed by city employee prior to event. (checklist on back of application)  Yes  No Initials \_\_\_\_\_

Walkthrough performed by city employee after event. (checklist on back of application)  Yes  No Initials \_\_\_\_\_

### COMMUNITY HALL USAGE RATES

**INITIAL, REFUNDABLE \$150 CLEANING DEPOSIT** -----

NON-PROFITS \$44.00 PER DAY + \$2.64 USE TAX -----

CITY RESIDENTS, GROUPS, LOCAL GOVERNMENT \$165.25 + \$9.92 USE TAX --

NON-CITY RESIDENTS, & GROUPS \$330.50 + \$19.83 USE TAX -----

CAPACITY 250 PEOPLE, 21 TABLES, 203 CHAIRS

Total:--

Collected	Date	Initial
\$		
\$		
\$		
\$		
\$		

**OFFICE USE ONLY**

ITEM TO PERFORM	PRIOR TO EVENT	INITIALS	AFTER EVENT	INITIALS	NOTES
ALL TRASH REMOVED - (STREAMERS, SIGNS, BANNERS, STAPLES, TACKS REMOVED)	<input type="checkbox"/>		<input type="checkbox"/>		
FLOORS SWEEPED (MOPPED AS NEEDED)	<input type="checkbox"/>		<input type="checkbox"/>		
BATHROOMS CLEANED SINK AREA WIPED DOWN FLOORS CLEANED	<input type="checkbox"/>		<input type="checkbox"/>		
KITCHEN CLEANED COUNTERS, STOVE, REFRIGERATOR, SINK AREA WIPED DOWN	<input type="checkbox"/>		<input type="checkbox"/>		
WINDOWS & WINDOWSILLS AS NEEDED	<input type="checkbox"/>		<input type="checkbox"/>		
THERMOSTATS RETURNED TO 60 DEG.	<input type="checkbox"/>		<input type="checkbox"/>		
ALL TABLES AND CHAIRS REPLACED	<input type="checkbox"/>		<input type="checkbox"/>		
ALL DOORS LOCKED	<input type="checkbox"/>		<input type="checkbox"/>		
KEYS CHECKED OUT - RETURNED TO DROP BOX	<input type="checkbox"/>		<input type="checkbox"/>		

ADDITIONAL NOTES:

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MAINTENANCE ITEMS:

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Contacted Public Works regarding maintenance items on:      DATE: \_\_\_\_\_