



CITY OF WOOD VILLAGE MEETING ROOM USE PERMIT

Name of Group: _____

Name of Person: _____

Address: _____

Phone: _____ No. of People Expected: _____

Date Requested: _____ Time Requested: _____

Type of Use: _____

Fee: _____ Deposit: _____
(\$10.00 Resident - \$25.00 Non Resident) (\$50.00 Deposit Required)

NO ALCOHOLIC BEVERAGES ALLOWED

The City advises that any conduct, behavior or activity carried on at City property that is illegal or disruptive of the peace and tranquility of the neighborhood, in the judgment of a designated City Official, shall be cause to terminate the activity and this rental agreement.

CLEAN UP shall be the responsibility of the renter. A \$50.00 deposit is required and may be refunded if the space is cleaned immediately following each use thereof, in a manner acceptable to the City.

The meeting room is rented on a first come /first served basis. The key to the meeting room shall be picked up and signed for at the City Hall office during regular office hours (8:00am – 4:30pm). After locking up, the key must be dropped in the mail slot located on the south side of City Hall, across from the flag pole.

The renter shall indemnify, defend and hold the City free and harmless from all claims of injury, loss or damage of any kind whatsoever arising out of or related to the renter's use of the premises.

I understand and agree to comply with the terms of this rental agreement.

Signature of Renter

Date Signed

Approved by City Administrator

Date Signed

Key Received by

Date

Key given by _____ Key checked in by _____

Keep Deposit on file _____ Refund Deposit _____

	Amount	Date	Rcpt#
Fee	_____	_____	_____
Deposit	_____	_____	_____