

ALMA COMMUNITY CENTER RESERVATION FORM

(A Deposit of \$100.00 is required)

Organization _____ Contact person _____

Mailing Address _____ Phone () _____
Street, City, State, Zip (required so deposit can be returned).

Building will be used for: _____

Date for use: _____ START TIME: _____ END TIME: _____

Facilities requested: Mark rooms required	Rental/Fees for use*		
	All day (6-8 hrs)	1/2 day (4-5 hrs)	2-3 hrs
_____ Activity Room	\$50.00	\$30.00	\$20.00
_____ Basement	\$30.00	\$20.00	\$10.00

These hours include setting up and cleaning. A reservation must be made with the Alma City Office if set up needs to be done the day before or clean-up needs to be done the following day.

NOTE: The Community Center also serves as an Emergency Shelter. If you happen to be using the building during an emergency, be advised that people must be allowed to use the shelter. Examples would be severe storms, floods, or any threat to public safety

CLEAN-UP REQUIRED: The responsible party shall pay for all damages and cleaning costs incurred. A fee of **\$10.00/hour** is charged for any cleaning done by the clean up manager, which will be deducted from your deposit. Your deposit will be refunded in full if clean up is not necessary. Rental payment is due prior to any key pick up. Be sure to read the rules and keep them for your records.

Please refrain from taping decorations to the wall. This is causing the paint to peel.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE WITH THE RULES AS OUTLINED AND AM RESPONSIBLE FOR THE CONDUCT OF THE GROUP UNDER MY SUPERVISION.

Signed _____ Date _____

Return form and check to: City of Alma, P O Box 444, Alma, Kansas 66401
Be sure to read the rules and keep them for your records.

PICK UP KEY AT CITY HALL DURING BUSINESS HOURS
HOURS: 8:00-4:30 MONDAY – FRIDAY Closed Saturday and Sunday