

Town of Culbertson Community Center Rental Form

BASIC POLICIES AND RENTAL RATES

Tobacco and Alcohol are prohibited

Local Organizations/Individuals	\$20.00/day
Non-Resident/Individual conducting Business	\$50.00/day

1. The Organization or Individual is responsible for leaving the facility clean; vacuumed, swept, and garbage removed. Counters and tables wiped clean. Tables and chairs replaced as found
2. Any damage to any equipment or fixtures will be the responsibility of the renter.
3. Advertising signs may only be put on the sidewalk, not on the main street, which is a state highway. Violators may be fined.
4. Please return key within 2 days of completed use.
Key may also be placed in the drop box after use.

Date and Time of Event: _____

Date of Event: _____

Name: _____

Phone Number: _____

Address: _____

Office Use

Approved by: _____

Key Pick-up: _____

Payment: _____

Key Returned: _____