

(circle one)
**COMMUNITY BUILDING MAIN LEVEL
COMMUNITY BUILDING BASEMENT
DEPOT
RENTAL APPLICATION**

All Items Must Be Completed and Approved by City Personnel Prior to Rental Agreement

Name: _____

Name of Business/Organization *(if applicable):* _____

Type of Business/Organization *(if applicable):* **For Profit or Non-Profit** *(circle one)*

Address: _____

Mailing address *(if different from above):* _____

Home phone #: _____ **Work phone #:** _____

NC Drivers License #: _____ **Date requested:** _____

Purpose of rental: _____

Estimated number of people in attendance: _____

Have you ever used either facility prior to this date? **Yes or No** *(circle one)*

People solicited to attend this function? **Yes or No** *(circle one)*

Direct sales made during this function? **Yes or No** *(circle one)*

Referrals accepted for future sales during this function? **Yes or No** *(circle one)*

Will a fee be charged to attend this function? **Yes or No** *(circle one)*

Will this facility be used for religious services? **Yes or No** *(circle one)*

Name and phone # of person to contact in case of emergency or problem with this rental agreement: _____

Approved: _____ **Rejected:** _____ **Date:** _____

Signature of City Personnel: _____

PLEASE CALL THE MARION POLICE DEPARTMENT AT 652-3231 AT LEAST 30 MINUTES PRIOR TO THE TIME YOU NEED THE FACILITY OPENED.

**City of Marion
Personal Responsibility Statement
for Persons Making Reservations to Use the
Marion Community Building Main Level,
the Marion Community Building Basement and / or
the Marion Depot**

I, the undersigned, personally for myself and as the authorized agent for the group for whom I have made the reservations to use the Marion Community Building Main Level, the Marion Community Building Basement and/or the Marion Depot, hereby covenant and agree as follows:

1. I have received a copy of the Marion Community Building Main Level, the Marion Community Building Basement and/or the Marion Depot Rules and Regulations (the Rules).
2. I promise to read the Rules and call City Hall before the rental date for explanation of any part I do not understand.
3. I agree, for myself personally and as agent for the group I represent, that every participant will obey each and every one of the Rules while we are using the Marion Community Building Main Level, the Marion Community Building Basement and/or the Marion Depot.
4. I agree, for myself personally and as agent for the group I represent, that in accordance with the Rules, the premises shall be fully and completely cleaned at the end of the rental period. I will personally immediately contact the City of Marion Police Department if I find any furniture or other items that are damaged at the time my group takes possession of the premises or if any furniture or other items have been damaged during the rental period.
5. I understand that I, personally and my group will be financially responsible for any and all charges, costs and expenses (including without limitation for labor, materials and supplies) for any repairs or cleaning performed to the premises by the City if my group does not fully and completely clean the premises at the end of the rental period or if anything is damaged during our rental. I also agree that I, personally and my group I represent will pay to the City of Marion such charges, costs and expenses regardless of whether the damage is caused by a member of the group I represent or by any other person present during the rental period.
6. In the event payment for damages, cleaning, repairs or other rule violations is not made promptly and it becomes necessary for the City to pursue legal action for such claims and damages, I will accept service of process individually and as agent for my group.

I agree personally to be bound by all the Marion Community Building Main Level, the Marion Community Building Basement and/or the Marion Depot Rules and Regulations.

Signature of Person Making Reservation

Date Signed

Printed Name of Person Making Reservation

Address of Person Making Reservation (do not list a Post Office box)

**CITY OF MARION, NORTH CAROLINA
CREDIT CARD AGREEMENT
FOR THE
MARION COMMUNITY BUILDING MAIN LEVEL, MARION
COMMUNITY BUILDING BASEMENT AND THE MARION DEPOT**

I, _____, have provided the City of Marion a copy of my credit card, which I certify to be valid, to be used as security against damage to the facility rented on _____. I fully understand that should damages occur that exceed the cash security deposit, my credit card will be charged. **THIS CREDIT CARD WILL ONLY BE USED IF DAMAGES ARE INCURRED THAT EXCEED THE SECURITY DEPOSIT.**

Signature: _____

Date: _____