

(circle one)

**COMMUNITY BUILDING MAIN LEVEL  
COMMUNITY BUILDING BASEMENT  
HISTORIC DEPOT**

## **RENTAL APPLICATION**

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

Name: \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name of Business/ Organization (if applicable):** \_\_\_\_\_

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

**Mailing address:** \_\_\_\_\_

**Home/cell phone #:** \_\_\_\_\_ **Work phone #:** \_\_\_\_\_

**Drivers License #:** \_\_\_\_\_ **Date requested:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Proposed Time:** \_\_\_\_\_

**Estimated number of people in attendance:** \_\_\_\_\_

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

## Will you need to use the gas range (Community Building Main Level only)?

**Yes or No (circle one)**

### **Will alcohol be present at the event?**

**Yes or No (circle one)**

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*initial*

**Name and phone# of person to contact in case of emergency or problem with this**

**rental agreement:** \_\_\_\_\_

**Printed Name of Renter**

**Signature of Renter**

Date

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of City Personnel:** \_\_\_\_\_

**PLEASE CALL THE MARION POLICE DEPARTMENT AT (828) 652-4000 AT LEAST 1 HOUR PRIOR THE TIME YOU NEED THE FACILITY UNLOCKED OR LOCKED.**

**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.

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Signature of Person Making Reservation

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Date Signed

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Printed Name of Person Making Reservation

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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:\_\_\_\_\_

# MARION DEPOT BUILDING TABLE ARRANGEMENT

Tables and chairs may be moved by person(s) using the building but must be left in the arrangement shown below.

Additional tables and chairs are available in the storage area next to the kitchen. If these are used, they must be returned to the storage area. Fire regulations prohibit no more than 131 people (with tables and chairs) and 281 (with chairs only) maximum occupancy for the Depot Building. **Table Size 2 1.2 x 8 or 30 1/2 Wide by 96 1/2 Long.**

