



Anthony J. Long
Mayor

Laura W. Hinton
City Clerk

City Council

Jocelyn Tubbs-Turner Murray Jackson Rennie Coleman
Willie Jackson Corin Harrison, Jr.

DEPOT RENTAL

RESERVATION FORM

Purpose of

Use: _____

Date of Request/Arrival: _____ Arrival Time: _____

Departure Time: _____

Organization Requesting Building: _____

Responsible Party/ Renter's Name: _____

Phone Number: _____ Address: _____

RULES/REGULATIONS

1. No tobacco products or alcoholic beverages are to be sold on premises at any time.
2. No smoking on premises.
3. No political activities are allowed on premises.
4. Use caution when moving tables and chairs to avoid damages to the facility's floors.
5. Building is to clean after use.
6. Person or organization reserving building is financially responsible for damages incurred while reserved.
7. Person or organization reserving building is responsible for the conduct of guests and/or members.
8. It is understood that the CITY OF MARION assumes no liability for the Welfare and/or Safety of your guest and/or members on and off premises. Therefore, it is the renter's sole responsibility to ensure proper security measures are in place during the outlined event.

I hereby release the CITY OF MARION OF ANY LIABILITIES.

Signature of Applicant

Date