

**BANEBERRY COMMUNITY CENTER**  
**Rental Agreement for use of Community Center Facilities**  
 (Rev. 5-11, replaces Rental Form X-XX)

Copies of the Community Center usage policy are available from the City Manager or Director, Parks and Recreation Dept., or on the Internet at [www.baneberrytn.com](http://www.baneberrytn.com).

Name of your organization or party:		Name of individual submitting request:		
Address:		Address:		
City:	State:	Zip:	City: State: Zip:	
Work / Org Phone:		Home Phone:		
Work / Org Cell:		Personal Cell Phone:		
Work / Org Fax:		Home Fax:		
Describe activity planned:	Date(s) of request:			
	Is activity open to public? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	Admission being charged? <input type="checkbox"/> YES <input type="checkbox"/> NO			
	Certificate of Insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Hours of actual event:	Police / Security required? <input type="checkbox"/> YES <input type="checkbox"/> NO			
TOTAL HOURS: Include set-up and break-down	Food being served? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Estimated attendance:				
Spaces requested: <input type="checkbox"/> Community Room <input type="checkbox"/> Multipurpose Room #1 <input type="checkbox"/> Patio / Barbeque <input type="checkbox"/> Kitchen <input type="checkbox"/> Multipurpose Room #2				
I/We the undersigned acknowledge that I/we have read the attached rules and regulations regarding use of the Community Center and agree to comply completely with the terms contained therein. Further, the undersigned assumes full responsibility for all damages and/or injuries which may be incurred incidental to such use.				
<b>Date of Application:</b>		<b>Signature of Applicant:</b>		
<b>FOR INTERNAL USE ONLY:</b>				
Application received:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Insurance Certificate:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Police Required:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Space Reserved:	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Approved:	<input type="checkbox"/> YES <input type="checkbox"/> NO	If refused, reason:		
Person responsible at activity/event:				
Address:				
City:	State:	Zip:	Fees charged: \$	Paid: \$
Home Phone:		Authorizing Signature:		
Personal Cell Phone:		Date:		

**Baneberry City officials reserve the right to interrupt, cancel, or prohibit any activity it deems improper or unsafe.**