



## **COMMUNITY ROOM REGISTRATION FORM**

Name of Group \_\_\_\_\_

Purpose of Usage \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

Person Responsible \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Use of the Safety Center Community Room is limited to non-profit groups. A written registration form must be filed before a reservation will be made for a particular date. Although the Safety Center personnel will provide information on open dates, actual reservation will be made on a first come, first served basis.

Reservations for the use of the Safety Center Community Room are also subject to denial due to needs of the Fire Department, Emergency Medical Services or Police Department.

In requesting use of the Safety Center Community Room, the group using the facility agrees to comply with the following guidelines:

- No smoking
- No alcoholic beverages
- No decorations or attachments which cannot be removed without damage to the wall/ceiling
- All trash will be placed in containers or trash bags
- All chairs and tables will be left in the same condition they were found in upon arrival
- The group using the facility will be responsible for any damages beyond normal usage

A key to the Safety Center Community Room may be picked up during office hours the day before or the day of usage. The key must be handed in to the officer on duty or during office hours the next day. Arrangements will be made upon acceptance of these terms.

The person whose signature appears below agrees to comply with the above guidelines on behalf of the organization named above.

\_\_\_\_\_  
Signature Date

---

---

Approved { } Denied { } By \_\_\_\_\_ Date \_\_\_\_\_