



City of Umatilla Florida

Community Center Rental Application

Date Requested _____ Rental Hours _____ am/pm to _____ am/pm

Type of Function: (Describe) _____

Number of People Expected _____ (Maximum Capacity 99)

Requested Set Up and Tear Down _____ (Extra Charge) **Attach Copy of set-up layout requested**

Number of Round Tables _____ with Chairs _____ (6 per Table)

Number of Rectangular Tables _____ with Chairs _____ (8 per Table)

Special Instructions _____

Name of Responsible Person (Please Print)

Organization Represented (Please Print)

Is your organization Tax Exempt? ___ Yes ___ No *(Exempt Status form must be provided at time of payment)*

Physical Address

Mailing Address

City, State, Zip

City, State, Zip

Contact Phone Number

[City Resident or Non-Resident]
(Please circle)

Note: All payments must be made in advance and all balances paid in full a minimum of two (2) weeks prior to the event.

Responsible Party must ensure that the Community Center is left in the condition it was found.

- A/C turned to 78 degrees in summer and 60 degrees in winter
- Refrigerator should be wiped cleaned and all items removed
- All counters, tables and chairs are wiped clean
- Tables and chairs are properly stored and left in the building
- All decorations are removed
- Restrooms left in a clean and orderly fashion
- Floors broom swept (and mopped, if necessary)
- All trash placed in proper containers
- All personal items removed
- Lights turned off
- Doors locked

Additional comments

Contact the Umatilla Police Department at 352-669-3561 or Parks & Recreation on-call staff at 352-602-0600 with any questions or issues that arise during reservation times.

Signature of Responsible Party
Copy of Driver's License or Photo ID Required

Date

City Official

Date Received

OFFICE USE ONLY: DEPOSIT PAID \$200 _____			ELIGIBLE FOR REFUND:	REFUND DATE: _____	REFUND AMOUNT: \$ _____
\$ _____	\$ _____	\$ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO		
RENTAL FEE	CLEANING FEE	SALES TAX			