

**VILLAGE OF MERTON  
COMMUNITY CENTER  
RESERVATION FORM**

Name of person – group requesting facility\_\_\_\_\_

Name of Applicant\_\_\_\_\_

Address of Applicant\_\_\_\_\_

Telephone Number of Applicant\_\_\_\_\_

Dates requested\_\_\_\_\_

Event or Purpose\_\_\_\_\_

Time of day requested\_\_\_\_\_

Number of persons to be accommodated\_\_\_\_\_

**FEE SCHEDULE: \$125.00 PER FLOOR DUE AT THE TIME OF RESERVATION  
\$50.00 WILL BE REFUNDED IF THE FACILITY IS CLEANED PROPERLY.**

**GUARANTEE: {DAMAGE TO VILLAGE PROPERTY}**

For and in consideration of the use of the community center meeting rooms, any person or group using same hereby agrees to hold the village of Merton harmless from any and all actions, suit, relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Village for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and /or facility by such use. THE ACCEPTANCE OF THIS FORM CONSTITUTES AN ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS AND REGULATIONS HEREIN NOTED:

\_\_\_\_\_  
AUTHORIZED SIGNATURE OF ORGANIZATION OR PERSON

\_\_\_\_\_  
DATE

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OFFICIAL USE ONLY

DATE \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_ CHECK # \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

AMOUNT REFUNDED \_\_\_\_\_ REFUND DATE \_\_\_\_\_ CHECK # \_\_\_\_\_

\_\_\_\_\_  
VILLAGE OFFICAL