

Udall Community Building  
102 E 1st St  
Udall, KS 67146

## BUILDING RENTAL/USE REQUEST

*GRANTING OF PERMISSION TO USE THE COMMUNITY BUILDING DOES NOT IN ANYWAY CONSTITUTE AN ENDORSEMENT OF AN INDIVIDUAL'S OR GROUP'S PARTICULAR BELIEFS OR PURPOSES BY THE UDALL COMMUNITY BUILDING BOARD.*

For consideration of requests for use of the Community Building, this form must be completed in its entirety and returned to the City Office as soon as possible.

**All payments shall be received when request is made**

**All checks are payable to "Udall Community Building".**

RESERVATION WILL NOT BE CONFIRMED UNTIL FORMS AND PAYMENTS ARE RECEIVED

Deposit Paid	_____
Rental Paid	_____
Deposit Returned	_____

TODAY'S DATE: \_\_\_\_\_

### RENTER INFORMATION: (PLEASE PRINT CLEARLY)

Organization: \_\_\_\_\_

Individual Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### EVENT INFORMATION:

Day & Date requested: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Total Expected Attendance: \_\_\_\_\_

Request Rental of: **Martin Room:** \_\_\_\_\_ **Large Room:** \_\_\_\_\_ **Large Room & Kitchen** \_\_\_\_\_  
**Kitchen:** \_\_\_\_\_ **Entire Facility:** \_\_\_\_\_ **Dance:** \_\_\_\_\_

Time of Rental (\*\*Including Set up/Clean Up\*\*): **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

Are you Charging any fees for any aspect of you Activity? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, please explain (including fee): \_\_\_\_\_

### FOOD:

Do you intend to serve food? Yes: \_\_\_\_\_ No: \_\_\_\_\_