

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: _____