Sisler YRB Rental Application

Name of Renter or Organization:_____

Person making reservation:_____

Address:_____ Phone Number:_____

Date of Reservation:_____ Time of Function:_____

- The rent of the YRB building will be $50.00 per hour with a two (2) hour minimum. The facility may be rented for an extended period (over six (6) hours and up to eight (8) hours) at the rate of $300.00.
- The rental fee must be paid in full a minimum of 7 days prior to the date of the rental.
- A $100.00 refundable security deposit will be charged.
- Rental includes Main Room, Kitchenette, 9 tables and 72 chairs on premises. No use of Computer room or Offices.
- Total amount due must be paid and the application form must be signed in order to confirm the reservation. All activities must begin and end as scheduled. If any event runs over time, an additional fee will be charged for every hour or partial hour in excess of reserved period.
- A City of Clovis employee will be assigned to the rental session for opening and closing the facility and to monitor the activities in the building.
- The City of Clovis will not provide personnel to assist in preparation for activities. All chairs and tables must be set up by renter and returned to storage area when finished. Set up and clean up must be completed within the rental time.
- No Alcoholic beverages may be served nor the use of a Picnic License for Alcohol.
- No cooking will be done on the premises. Light refreshments (excluding red liquids), covered dishes, and catered meals are allowed provided all leftover food is removed after the activity.
- Smoking or open flames are not permitted anywhere in the building.
- The City of Clovis is not responsible for articles lost, stolen, or damaged, or for personal injuries sustained on the premises.
- The facility shall be left in the same condition in which it was found. In case of damages in excess of the deposit, the actual cost of replacement or repair will be charged to the person whose signature appears on the application form.
- The facility was renovated for youth activities so the City of Clovis supported youth activities will have priority over use of this facility.

I have read the rules and regulations governing the rental of this facility and agree to abide by them and assume complete responsibility for any damages and/or losses to the room and,

I must do a walk through with staff overseeing the room prior to event. If the room is left clean and undamaged, and if all attendees, including children, abide by the regulations for the use of the room and if my receipt is presented, my deposit will be refunded and,

I understand that the $100.00 deposit will be returned within 30 days of the function date.

Signed:_____

Date of Application:_____ Rental Fees: _____ Deposit: $100.00