



Phone 208-245-2577

Fax 245-6579

CORMANA COMMUNITY CENTER USE APPLICATION AND AGREEMENT

APPLICANT INFORMATION (Complete all fields.)

Name (or Group):	Phone Number:
Mailing Address:	
Dates Requested:	Time of Use/Activity:
Description of Use/Activity:	
Name of Insurance Carrier:	Policy Number:

I am authorized to bind the above-named individual or organization and the members thereof. These individuals and the undersigned will be liable for any and all damage occurring from any source whatsoever, both individually and jointly, and shall hold harmless the City of St. Maries for any and all liability for personal injury or damage during the above-notes function(s) to be held at the Cormana Building or on any public street in the City of St. Maries. I understand that I agree I am responsible for the key(s) to the building and agree to not lend out or duplicate the key(s) for any reason.

I UNDERSTAND ALL RENTAL FEES ARE NON-REFUNDABLE.

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Signature

Date

CHARGES:

Date Paid: Cash or Check:

Cormana Building Rental – Daily - Non-Refundable	\$220.00		
Cleaning/Key Deposit - Refundable Upon Inspection	\$150.00		

APPLICATION AND FEES MUST BE SUBMITTED TO THE CITY AT LEAST ONE (1) WEEK PRIOR TO THE USE OF THE CORMANA BUILDING. AN INITIAL WALK-THROUGH MUST BE COMPLETED PRIOR TO THE USE AND A FINAL WALK-THROUGH MUST BE COMPLETED AFTER THE USE. THE RENTAL IS NOT CONFIRMED UNTIL THE APPLICATION AND FEE HAVE BEEN SUBMITTED TO CITY HALL,

REMAINDER TO BE COMPLETED BY THE CITY

Deposit/Walk-Through Information	
Date Returned:	Returned To:
Amount Retained for Damages:	Damage Information:
Initial Walk-Through Date:	Final Walk-Through Date:

Key Information	
Date Issued:	Issued To:
Date Returned:	Returned By: