



Date _____

CHARGES:

Date Paid: Cash or Check:

Cormana Building Rental – Daily - Non-Refundable	\$250.00		
Cleaning/Key Deposit - Refundable Upon Inspection	\$200.00		

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: