CITY OF MEDINA CIVIC CENTER RESERVATION POLICY

All reservation MUST be made in advance by contacting Medina City Hall office

at 731-783-3913 or in person at Medina Municipal Building.

An application will need to be filled out at the Medina Municipal Building located at 201 Hwy 45E.

* All reservations will be confirmed upon receipt of signed application and payment of fee, the date will be reserved and posted on the City’s Calendar.
* Reservation times should include time for set up and clean up the facility.
* Anything rented or acquired from an outside vendor/or business will need to have prior approval from the City of Medina and will require a proof of liability insurance form said party naming City of Medina as additional Insured.
* Anyone using the facility is responsible for clean up afterwards. Please leave the facility as you found it. Bag all garbage and place in outside green receptacle located in alley.
* Place chairs and tables back to original set up, if moved for your event.
* All floors and counters are to be cleaned.
* No tables or chairs shall be taken from the building.
* Heat or air conditioning must be back to original temperature before leaving.
* Oven must be turned off.
* Please do not hang any decorations from the ceiling tiles.

APPLICATION FOR FACILITY USE

(non-refundable) FEE:

 City of Medina resident $25 Non-resident $50

Key deposit for all applications is $25 \* key must be returned next business day after event

**Person/Organization requesting facility**  **Event information**

|  |  |
| --- | --- |
| CONTACT PERSON: | PURPOSE : |
| ADDRESS: | DATE: |
|  | TIME: |
|  PHONE NUMBER |  |

I have received a copy of City of Medina’s Reservation Policy and understand all conditions and requirements pertaining to the use of the facility requested.

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Applicant’s Signature Date