CITY OF FULTON | HISTORIC FULTON GRAMMAR SCHOOL

AUDITORIUM / FACILITY USE APPLICATION • APPLICANT INFORMATION

EVENT AND CONTACT INFORMATION

Individual / organization requesting use

Mailing address

Phone number

Email address

Event / function description

Additional event details

Event date

Start time

End time

AREAS REQUESTED (select all that apply)

- ☐ Auditorium
- ☐ Front foyer
- ☐ Entire facility

EQUIPMENT REQUESTS

- ☐ Sound equipment requested
- ☐ Lighting equipment requested

Only authorized individuals may operate sound and lighting equipment. Equipment rental rates are listed separately in the Rental Policy.

For sound and lighting arrangements, contact Victoria Blake at 662-862-4923 (contact information from the existing application; verify before use).

Expected attendance

Florist / vendor name (if applicable)

Phone

Caterer / vendor name (if applicable)

Phone

Please review and acknowledge the rental conditions on page 2.

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RENTAL CONDITIONS, ACKNOWLEDGMENT & CITY USE

RENTAL TERMS AND RESPONSIBILITIES

1. Security deposit

A $250 security deposit is required. The security deposit is refundable following inspection of the facility, provided the premises are left in a clean, orderly, and satisfactory condition and no damage beyond normal wear and tear is identified.

2. Cleaning fee

A $200 cleaning fee is required under the current application. Payment of this fee does not relieve the renter of the restroom-cleaning responsibilities described below.

3. Restroom cleaning

The City is not responsible for cleaning the bathrooms before a new booking. Cleaning the bathrooms both before and after the event is the sole responsibility of the individual or organization renting the auditorium.

4. Return of keys and remotes

Keys to the auditorium and any remote controls used must be returned to City Hall, 101 W. Wiygul St., no later than the next business day following the event.

5. Equipment

Only authorized persons may operate sound and lighting equipment. Applicable rental charges are set forth in the separate Rental Policy.

☐ I have read and agree to the rental terms above.

Renter / authorized representative (typed name) _____ **Date** _____

FOR CITY OF FULTON USE ONLY

Application received _____ **Reviewed by** _____ ☐ Approved ☐ Denied

Rental rate / amount due _____ **Deposit received ($)** _____ ☐ Cash ☐ Check

Check number (if applicable) _____ **Deposit refunded ($)** _____ **Refund date** _____

Refund issued to _____ **Inspection date** _____

☐ Condition satisfactory ☐ Damage / cleaning issue identified

City Clerk / authorized staff

_____ **Kelsey Leathers, City Clerk**