



CITY OF LYTTLE  
COMMUNITY CENTER ANNEX BUILDING  
RESERVATION CONTRACT

Conditions of Contract

1. Applicant will assume responsibility for the damages to equipment, furniture, or building.
2. Decorations may be applied to walls with masking tape only. No tacks, staples or nails. Any decorations must be noted on this form and approved by the director.
3. Smoking is not permitted in this facility.
4. It is the responsibility of the individual signing this reservation to leave the community center annex building in good order. All crumbs, spills, etc. must be cleaned before leaving the building. Garbage must be bagged in strong commercial type plastic bags.
5. You must be over twenty one years of age to reserve the community center annex building and sign this contract.
6. The rules adopted for the use of the Community Center Annex Building by the City Council of the City of Lytle are made a part of this contract and will be adhered to by all renters.
7. All applicants are to bring their own utensils and pots, pans, coffee pots, etc., as the items used by the Nutrition Program are locked away.

Name of person making reservation \_\_\_\_\_

Organization reserving the center \_\_\_\_\_

Address of person making reservation \_\_\_\_\_

Phone number of person making reservation home \_\_\_\_\_ office \_\_\_\_\_

Date of reservation \_\_\_\_\_

Time of reservation \_\_\_\_\_ Number of people expected \_\_\_\_\_

Deposit \_\_\_\_\_ Total \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

Fees \_\_\_\_\_ Total \$ \_\_\_\_\_

Due Date \_\_\_\_\_

Room set up diagram and number of chairs \_\_\_\_\_ and tables \_\_\_\_\_  
(continue on reverse if necessary)

Reservation requested (signature) \_\_\_\_\_ Date \_\_\_\_\_