

*Fitzgerald – Ben Hill*  
*Department of Leisure Services*

**APPLICATION FOR USE OF LEGION CENTER**

Legion Banquet Hall for Family Reunions & Receptions: \$175.00  
\$60.00 Refundable Damage/Key Deposit  
Seats 200 People

Name of Gathering: \_\_\_\_\_

Dates to be used: \_\_\_\_\_

Hours needed – from: \_\_\_\_\_ to: \_\_\_\_\_

Number expected to attend: \_\_\_\_\_

**Note:** DLS does not guarantee the set up will be completed earlier than 10:00 a.m. on the day the facility is to be used.

**ON THE REVERSE SIDE OF SHEET,** draw a diagram of table and chair arrangement you desire. Tables will be wrapped with white paper covering.

**CONDITIONS OF RENTAL:**

A \$25.00 deposit will be required for reservation of the Legion Center. The deposit will go toward the \$175.00 rental fee. This application for rental form and the remaining rental fee should be in the DLS Office ***at least one full week*** prior to the date of use. If the building is cancelled within 72 hours of an event, the deposit will be refunded. The \$60.00 damage/key deposit will be refunded when the building is inspected after use and no damage is found and when the key is promptly returned.

I, the undersigned, have received a copy of the Rules & Regulations for using the Legion Center. I have read, understand and agree to abide by these Rules & Regulations as set forth by the Department of Leisure Services.

I further understand that the Department of Leisure Services will not be responsible for any incident occurring to any member of the group while they are using Legion Center, nor will they be responsible for any renter's personal property or equipment left in the building at any time.

SIGNATURE OF PERSON RESPONSIBLE: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone (Hm): \_\_\_\_\_ (C): \_\_\_\_\_ (Wk) \_\_\_\_\_

Date: \_\_\_\_\_ DLS Representative: \_\_\_\_\_