



GLENN BURNS COMMUNITY BUILDING

17436 Division Street, Montverde, Florida 34756 407-469-2681

Town Hall Business Hours: Monday – Thursday 7:00 a.m. – 6:00 p.m.

TOWN HALL IS CLOSED ON FRIDAY – KEY CARD MUST BE PICKED UP BEFORE FRIDAY!

Please note: Fees are due at the time of application. By signing this reservation form, the undersigned person/party will use the facility and agrees to all restrictions. Profanity, loud music and other disruptive behavior is not allowed, including NO ALCOHOLIC BEVERAGES of any kind in or around the Community Building. This could cause use of the facility to be revoked. All tables, chairs, etc. must be placed back as was set up prior to use.

Please bring your own trash bags and remove all fund/garbage from the facility after the function.

Building Capacity is 53 people. Rental hours are 8:00 a.m. to 10:00 p.m.

Renters cannot use the building for profit. Non -profit Organization must provide a 501(C3) form

There are forty-eight chairs and (8) eight-foot-long tables available to use.

CIRCLE ONE:

RESIDENT NON-PROFIT CIVIC ORGANIZATION NON-RESIDENT

NAME: _____

ADDRESS: _____

PHONE NUMBERS:

HOME: _____ **WORK:** _____ **CELL:** _____

EVENT DATE/TIME: _____

TYPE OF EVENT: _____

CATEGORY OF USER	RESIDENT	NON-RESIDENT	NON-PROFIT CIVIC AND RELIGIOUS ORGANIZATION
RESERVATIONS	\$25.00	\$150.00	\$ 0.00
CARD FEE (REFUNDABLE)	\$10.00	\$10.00	\$10.00
JANITORIAL FEE (REFUNDABLE)	\$25.00	\$100.00	\$75.00

Fee waived for local HOA Board for meetings (1 per year maximum)

The above renter has reserved the facility for his/her use as authorized by the Town Council. The Town of Montverde shall not be liable to any person for injuries, loss or damage to the property arising out of, or connected with, the use of facility.

The rental hereby releases discharges and Hold Harmless the Town of Montverde for all claims, which the renter has or might have, for personal injuries or damage to the property arising out of, connected with, or incidental to the use of the above facility.

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Signature

Date

___ If you use the STOVE, please make sure it is TURNED OFF before you leave. Please make sure all lights are turned off and doors are locked and secured before leaving the building.

___ Key Card must be returned within two business days after the function. Key Card may be dropped in the green mailbox in the Town Hall Parking lot or inside Town Hall during regular business hours.

___ No holes in wall, do not use nails, screws or tacks (Cork board strips are provided above the windows you may use).

___ Only Blue Painters Tape may be used.