

Richard P. Eckert Civic Center Usage Agreement

Deposit - \$300.00

Rent - \$250.00

Cleaning Fee - \$25.00/Monthly for Non-Profit Only

All reservations will be made with a paid deposit on a first-come, first-serve basis. Deposit may be in the form of cash or check which will be **deposited immediately** and any refund of deposit will be made within 10 days after the event, if no damage has occurred and the rules have been followed.

_____(Person or Organization) desires to reserve the Richard P. Eckert Civic Center on _____(Date)

I, _____, agree to all the rules and assume responsibility for all damages that occur during the time of usage.

Signature _____

Address _____

Phone _____

Driver's License (Copy) _____

501©3 Form (Copy) _____

Meeting Purpose _____

Security Deposit _____

Rental Fee _____

Date and Time To Be Used _____

Date Signed _____

Received Key # _____ to Richard P. Eckert Civic Center

Signature: _____

Date: _____ Returned Date _____

City of Mason staff taking reservation:
