

## CITY OF MEDINA CIVIC CENTER RESERVATION POLICY

All reservation **MUST** be made in advance by contacting Medina City Hall  
office

at 731-783-3913 or in person at Medina Municipal Building.

An application will need to be filled out at the Medina Municipal Building located at 201 Hwy 45E.

- ❖ All reservations will be confirmed upon receipt of signed application and payment of fee, the date will be reserved and posted on the City's Calendar.
- ❖ Reservation times should include time for set up and clean up the facility.
- ❖ Anything rented or acquired from an outside vendor/or business will need to have prior approval from the City of Medina and will require a proof of liability insurance form said party naming City of Medina as additional Insured.
- ❖ Anyone using the facility is responsible for clean up afterwards. Please leave the facility as you found it. Bag all garbage and place in outside green receptacle located in alley.
- ❖ Place chairs and tables back to original set up, if moved for your event.
- ❖ All floors and counters are to be cleaned.
- ❖ No tables or chairs shall be taken from the building.
- ❖ Heat or air conditioning must be back to original temperature before leaving.
- ❖ Oven must be turned off.
- ❖ Please do not hang any decorations from the ceiling tiles.

### APPLICATION FOR FACILITY USE

(non-refundable) FEE:

City of Medina resident \$25

Non-resident \$50

Key deposit for all applications is \$25 \* key must be returned next business day after event

Person/Organization requesting facility	Event information
CONTACT PERSON:	PURPOSE :
ADDRESS:	DATE:
	TIME:
PHONE NUMBER	
I have received a copy of City of Medina's Reservation Policy and understand all conditions and requirements pertaining to the use of the facility requested.	

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Applicant's Signature

Date