



APPLICATION FOR RENTAL TO USE INDEPENDENCE MUNICIPAL BUILDING
LIBERTY STATION BUILDING -6359 Selig Drive
(RENTAL FORM – APRIL THROUGH OCTOBER – ONLY)

1. **MUST BE A RESIDENT OR RESIDENT ORGANIZATION TO RENT FACILITY**

Name of applicant: _____

B. Address: _____ Phone #: () _____

C. Name of officers or responsible officials:

1. _____ Title _____ Phone # _____

2. _____ Title _____ Phone # _____

D. Has a permit to use Independence City property been issued to the Applicant in the past? If "yes" what was the date of the last permit? _____.

2. **INFORMATION ABOUT REQUESTED USE:**

Specific nature or type of intended use: _____

Reservation Date: _____

Rental Fee: **\$50.00**

of Tables: _____ # of Chairs: _____

Time: _____ to _____ P.M.

E. Maximum number of persons using facility: _____
(Room capacities: 55 people)

F. Name of person in charge during period of use: _____

3. **ADULTS 21 AND OVER ARE REQUIRED FOR ALL YOUTH RENTALS.**

4. **ADULTS MUST BE PRESENT DURING SET UP, ENTIRE EVENT AND TEAR DOWN.**

5. **NO ALCOHOLIC BEVERAGES ARE ALLOWED IN OR ON CITY PROPERTY.**

6. **NO SMOKING IN LIBERTY STATION BUILDING.**

8. **NO CONFETTI OR GLITTER ALLOWED.**

9. **DECORATING NO TAPE, THUMB TACK, PINS OR NAILS MAY BE USED ON THE WALLS, WINDOWS, DOORS OR TABLES. TAPE CAN BE USED ON TABLES.**

