



Office of the City Clerk

City Hall Facilities Use Application

Application Date: _____ Room(s) Requested: Council Chambers Conference Room Lobby

Contact Information

Organization Name: _____

Contact Name: _____ E-mail Address: _____

Address: _____
Street / P.O. Box City/State/Zip Code

Primary Phone Number: _____ Secondary: _____

Event Information

Event Name: _____ # Participants: _____

Start Time: _____ Stop Time: _____ Dates Requested: _____

Purpose of Use: _____

Special Requests (including equipment use): _____

Indemnity and Hold Harmless Agreement

In consideration of the permission granted to me and/or the above referenced organization by the City of Daphne for the use of the above requested facilities, the parties do jointly hereby indemnify and hold harmless the City of Daphne, its agents, servants and employees from any and all claims and causes of action that may arise from injury to me or third parties using the facilities who are injured or suffer any damage that is in any way caused by my use of said facilities.

Rental Agreement

I further stipulate that I have read and understand all the rules and regulations as set forth by the governing body of the City of Daphne for the use of this facility, and will abide by the same; and acknowledge that if any required chaperones or law enforcement personnel are not present, the event will be terminated.

Renter's Signature: _____ Date: _____

On behalf of (organization): _____

Approval: Internal Use Only

Date Received: _____

Approval by City Clerk: _____
Signature Date

Notification Approval: _____
Method Date

After hours
Employee on Duty: _____

Not valid unless stamped "Approved"