

CITY OF CARBONDALE, KANSAS

**REQUEST FOR WAIVER OF _____
FOR USE OF COMMUNITY ROOM IN CITY HALL**

Name of User: _____

If user is an organization or a group, enter the name of the person authorized to represent the organization:

Representative's name and title: _____

Address of User: _____

Telephone number of User: _____

Date of rental: _____ Time Period of rental: _____

Type of event for which rental is requested: _____

Request for Waiver: I (we) request the Governing Body to waive the rental charge/security deposit **(circle one)** for the following reasons:

I (we) understand and agree that if the above request is granted, I (we) will still be liable under each and every other term of the RENTAL AGREEMENT FOR USE OF COMMUNITY ROOM IN CITY HALL, including responsibility for damages incurred during rental by User, smoking upon the premises during rental by User, or for failure to return the key. I (we) also understand and agree that the Governing Body may revoke any waiver granted for any violation of any of the terms of the RENTAL AGREEMENT FOR USE OF COMMUNITY ROOM IN CITY HALL.

Date: _____

Signature of User: _____

If user is an organization or a group, enter the name the person authorized to represent the organization:

Representative's signature and title: _____

APPROVAL OR REJECTION OF REQUEST

On this ____ day of _____, _____, the Governing Body of the City of Carbondale, during a regular meeting of the Governing Body, or a Special Meeting called for this particular purpose, hereby approves/ rejects **(circle one)** the above request.

Signature of Authorized Representative of the City of Carbondale: _____