

APPLICATION FOR USE OF CORNELIUS TOWN HALL FACILITIES
(Note: Application may take 2 work weeks to process and is contingent upon availability of a building security monitor)

E-mail Application to: reservation@cornelius.org

Mail Application to:

Cornelius Parks and Recreation Department
P.O. Box 399, Cornelius, NC 28031



Date Submitted: _____

Is the Applicant Located in Cornelius or Not Located in Cornelius

Is the Group Using the facility Located in Cornelius or Not Located in Cornelius

Contact Information

Name of User Group

Address City, State, Zip

Phone Other Phone (Cell...) E-mail Address

Fees	Resident Rates*	Non-Resident Rates
\$250 Security Deposit <input type="checkbox"/>	<input type="checkbox"/> Non-Profit Users \$50/hr.	<input type="checkbox"/> Non-profit users \$60/hr.
\$50 Cancellation Fee <input type="checkbox"/>	<input type="checkbox"/> For Profit Users \$65/hr.	<input type="checkbox"/> For Profit Users \$75/hr.
\$30 Kitchen Use Fee <input type="checkbox"/>		

* resident rates apply to the residence of the **group** using the facility, not whether one of its members live in Cornelius.

REQUESTED

- Town Hall Town Hall Community Room #103 (seating for 120, maximum capacity 320).
 - Town Hall Community Room Kitchen (limited services available). Rate is \$30 per rental.
- Liability insurance may be required. Do you have liability insurance? Yes No

Purpose of Use (activity) _____
(NO SALES OR FUND-RAISING IS ALLOWED)

Estimated Attendance _____ Number of Youth _____ Number of Adults _____

Requested Reservation Date (Monday – Saturday, non-holiday only)

Dates requested must be at least three work weeks from date of application and no more than 3 months from application date

Date	*Rental Begin Time (no earlier than 8:00am)	*Rental End Time (no later than 10:00pm)	**Time Door needs to be Open (within rental hours)	**Time Door may be closed (within rental hours)
Choice 1.				
Choice 2.				
Choice 3.				

*Time reserved must include set up, break-down and clean up.

** Door may be open (or locked) the entire rental time or, for a portion of rental time.

I hereby certify that I am the authorized and responsible representative of the Applicant group; over 21 years of age, and that the above statements are true to the best of my knowledge. I have read and understand the Town Hall Room Reservation Process, and Rules Governing the use of Town Hall, and certify Applicant compliance with them.

Signature _____ Date _____

Approved by Town of Cornelius
Town Clerk signing for Town Manager: _____ Date _____