



Facility Use Credit Card Authorization

Security Deposits:

In addition to the hourly rental fee, any private party use where food will be served or longer than four hours will require a pre-paid security deposit or placing a valid credit card number on file according to the schedule below, which is subject to change by the Council at any time. The security deposit is refundable if City inspection verifies that no Building or property damage has occurred, that no City property is missing, that there has been no violation of the rental agreement, and that the Building and surrounding property is left clean and in orderly condition. If any damage or mistreatment has occurred, deductions will be made from the security deposit and, if insufficient, the balance will be assessed to the renter. All security deposits and refunds will be coordinated by the Coordinator, who will return any unused security deposit within two to three weeks after the renter's event has taken place. Security Deposits may be paid by credit card, check or cash.

Less than 50 Occupant Use - Resident \$50/Non-Resident \$100

Greater than 50 occupant Use - Resident \$200/Non-Resident \$250

CARDHOLDER INFORMATION

Name: _____

Billing Street Address: _____

Street Address (cont.): _____

City: _____ State: _____ Postal Code: _____

Email _____ Phone: _____

CREDIT CARD INFORMATION

Credit Card Type: MasterCard Visa Discover Card

Number: _____

Expiration Month: _____ Expiration Year: _____ Security Code: _____

I hereby authorize this card to be used for the deposit and/or damages. Amount will be discussed before charges occur.

Cardholder Signature X _____ Date ____/____/____