

Cloud County Courthouse Meeting Room

Name / Department _____

Reserve Date _____ Reserve Time _____

_____ County Use _____ Personal Use _____ Key Pass & Alarm Code Needed

County Use

~ Contact Maintenance if you need any special arrangements (tables moved, more chairs, ect.)

Personal Use

~ A \$30.00 deposit is required to reserved the Meeting Room for personal use by a County Employee. The \$30.00 can be paid by cash or check. Or it may be divided into a \$15.00 payment and a box of food for the food bank.

~ All Trash must be removed from the premise and deposited in the dumpster.

~ The table and chairs must be returned to the position they were in when you entered the room.

~ You are free to use the coffee pot, pitchers, ect., provided they are cleaned prior to leaving.

~ There will be no smoking or alcoholic beverages in the building.

~ All doors must be locked and checked prior to leaving the building.

~ Cloud County is not responsible for accidents.

I have read the precedings rules and agree to abide by such.

Signature _____ Date _____

_____ Date Paid

_____ Check #