



SHELTER RENTAL APPLICATION 101 SE 1ST / BROADWAY PARK

DATE OF APPLICATION:						
NAME:						
ADDRESS:						
CITY:				ZIP CODE:		
PHONE:						
DATE(S) TO BE RENTED:						
FRIDAY SATURDAY SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY						
TYPE OF EVENT:						
SIGNATURE:						
<small>(BY PLACING YOUR SIGNATURE, YOU AGREE TO THE LEASE AND RENTAL POLICY FOR CITY-OWNED PARK FACILITIES)</small>						
		# OF DAYS @ \$100.00 PLUS \$200.00 DEPOSIT		\$		
NUMBER OF DAYS				AMOUNT DUE		DATE
FOR OFFICE USE ONLY						
CALENDAR		SPREADSHEET		FOLDER		
CLEANING DEPOSIT \$200.00		KEY PICK UP AVAILABLE		PICKED UP KEY:		KEY RETURNED:
BUILDING CONDITION REPORT:						
NO EFFORT RETAIN \$200	FOR EARLY SET UPS RETAIN \$100.00	RE-SWEEP RETAIN \$	RE-MOP RETAIN \$	SPOT CLEAN RETAIN \$	MISC. REATIN \$	TABLES DIRTY RETAIN \$
OTHER						RETAIN \$
BUILDING CLEAN REFUND DEPOSIT			RECEIPT#	PO # <small>IF APPLICABLE</small>	PO AMOUNT <small>IF APPLICABLE</small> \$	PO DATE <small>IF APPLICABLE</small>
<small>per phone call</small> <small>signature</small> <small>date</small>						
I request cancellation of this reservation and a refund of fees paid. (Must be received 5 days prior to event date.)						
PO#		PO AMOUNT \$			DATE REQUESTED	

For a full set of details and the Lease and Rental Policy for City Owned Park Facilities visit:
<https://www.plainviewtx.org/facilities/facility/details/shelterrental-32>

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