



**FLORENCE GOVERNMENT CENTER
MEETING ROOM USE AGREEMENT**

Please complete this information in its entirety and return via email at least 10 days prior to the event: Roxanne Howe (roxanne.howe@florence-ky.gov).

Name of organization: _____

Date requesting: _____ Time requested: from _____ until _____

Check one: ____ Government-related organization ____ Non-profit ____ Tenant

Contact Person: _____ Phone: () _____

Email address: _____

Mailing address: _____

Estimated Attendance: _____ Meeting Purpose: _____

_____ Community Room "A" (Seats up to 30 with tables and chairs)

_____ Community Room "B" (Seats up to 24 with tables and chairs)

_____ Community Room "C" (Seats up to 72 with tables and chairs)

_____ Will food be catered or served?

NOTE: **IF SERVING FOOD/BEVERAGES, YOU WILL BE RESPONSIBLE FOR ENSURING THE ROOM(S) ARE CLEAN AND TRASH HAS BEEN THROWN AWAY. FAILURE TO DO SO COULD DIMINISH ROOM AVAILABILITY FOR FUTURE MEETINGS FOR YOUR ORGANIZATION. FURNISHINGS MUST BE RETURNED TO THEIR ORIGINAL CONFIGURATION BEFORE USER'S DEPARTURE.**

As exhibited by my signature below, I agree that I have read the **Community Room Reservation Policy** for the use of the Florence Government Center meeting rooms and agree to adhere to all the requirements. Further, I agree to remit payment for any damage caused to Florence-owned property, and, to the extent possible, will indemnify and hold the City of Florence, and all its elected officials, employees, and agents, harmless for any injuries or claims related to my or my organization's use of the meeting room.

Applicant's signature

Date