



FACILITY USE APPLICATION
Civic Center Department
P.O. Box 677
Cleburne, TX 76033

Date received: _____

Received by: _____
Office: 817-645-0941
Fax: 817-645-3784
Mobile: 817-532-8852

PLEASE SUBMIT AT LEAST 2 WEEKS IN ADVANCE

Please complete, sign and return to the address above or fax. A confirmation will be mailed, faxed or emailed to you.

Applicant Names): _____

Applicant Address: _____

City: _____ St: _____ Zip: _____ Telephone: _____

Fax: _____ Email Address: _____

Organization Name: _____

Address: _____ City: _____ St: _____ Zip: _____

FACILITY DESIRED:

CIVIC CENTER: Total building ___ Full auditorium ___ ½ auditorium ___ Meeting room ___

SENIOR CENTER: Total building ___ Full auditorium ___ Meeting room ___

Setup Needs:

- 6'x30" rectangle table: Yes ___ No ___ Number required: _____
- 72" round table: Yes ___ No ___ Number required: _____
- Folding Chairs: Yes ___ No ___ Number required: _____
- 6'x8' stage sections: Yes ___ No ___ Number required: _____
- Table drapes: Yes ___ No ___ Number required: _____
- Table cloths: Yes ___ No ___ Number required: _____
- Free-standing podium: Yes ___ No ___ Tabletop podium: Yes ___ No ___
- Powered ceiling screen: Yes ___ No ___ TV/VCR: Yes ___ No ___
- Piano: Yes ___ No ___ Overhead projector: Yes ___ No ___
- Wired microphone: Yes ___ No ___ Number required: _____
- Wireless lavalier: Yes ___ No ___ Number required: _____
- Audio/video: Yes ___ No ___
- Sign rental: Yes ___ No ___ # of days: _____ Week: Yes ___ No ___

Is your group registered as a non-profit agency in the State of Texas? Yes ___ No ___

Room set-up must be provided **7-10 days prior to event.**

Room set-up can be provided on the floor plan provided in your rental packet.

Your reservation is NOT guaranteed until confirmed and full payment is received.

Signature

Date

OFFICE USE ONLY

Manager approval: _____ Date confirmation sent: _____

Rental amount received: \$ _____ Receipt #: _____ Deposit: \$ _____

Deposit amount refunded: \$ _____ Refund date: _____ By: _____