

CITY OF WARREN

R. GREGG REEP, Mayor

COUNCIL MEMBER

CHANEL HOOPER

MEMORY BURKS-FRAZER

DOROTHY C. HENDERSON

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JANICE NELSON, City Clerk

COUNCIL MEMBER

JOEL TOLEFREE

EMILY MOSELEY

LATANZA ATKINS

ARMORY REGULATIONS & DISCLAIMER RELEASE

101 South Martin

Warren, Arkansas 71671

1. Each applicant must be a reliable person 20 years of age or older and be willing to sign a Disclaimer Release and assume full responsibility for any and all damages to the building or contents.
2. A fee of \$175.00 per day will be required. This is paid for at the time of reservation and is non-refundable. Also, a \$125.00 security deposit is required. The refundable amount will be mailed by check after the key has been returned, and the building has been cleaned. (Total price of rental is (\$300.00.))
3. Conditions of use: Remember, you are only renting the room; therefore, you are responsible for the following:
 - a. Set-up.
 - b. Removing all trash and debris from premises.
 - c. Putting away tables/chairs or return to original state.
 - d. No decorations placed on walls, floors or ceiling.
 - e. Be sure all lights are off, and all doors are locked when you leave.
 - f. Bring your own paper goods.
 - g. Children must be always monitored and not allowed to roam.
 - h. NO ALCOHOL OR DRUGS allowed on premises.
 - i. NO SMOKING in the building.
 - j. Building must be vacated by 10:00 p.m., unless pre-approved by the mayor.
4. Keys must be returned promptly as agreed.
5. You may use tables and chairs.
6. No permanent reservations are allowed.
7. Any application not covered by these written regulations must be approved by the mayor.
8. All furnishings in the room is the property of the City of Warren; therefore, any damage or breakage must be paid for.
 - a. If an item is damaged and can be repaired, we charge the amount of the repair.
 - b. Items damaged beyond repair will have to be paid for at replacement value.

Name: _____ Phone Number: _____

Organization: _____ Address: _____

Date Needed: _____ From: _____ To: _____

I have read the above regulations for the use of the City of Warren Armory and agree to abide by all rules and regulations. I also understand I am responsible for any damage done to the building while occupied by me. I further understand the City of Warren assumes **NO Liability** for you or your guest.

Signature of Person Responsible

Date

PLEASE DO NOT BLOCK DRIVEWAY TO THE STREET DEPARTMENT BUILDING.