

CITY OF WARREN

P.O. BOX 352

Warren, Arkansas 71671

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JANICE NELSON, City Clerk

COUNCIL MEMBER

JOEL TOLEFREE

EMILY MOSELEY

LATANZA ATKINS

R. GREGG REEP, Mayor

COUNCIL MEMBER

CHANEL HOOPER

MEMORY BURKS-FRAZER

DOROTHY C. HENDERSON

WARREN AND OUCHITA VALLEY RAILWAY STATION REGULATIONS & DISCLAIMER RELEASE

325 West Cedar Street

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 all damage to the building or contents.
2. A fee of \$225.00 per day will be required plus a \$125.00 security deposit for the building. The refundable amount will be mailed by check after the key has been returned, and the building has been cleaned to satisfaction. (Total price of rental is \$350.00)
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 the ceiling.
 - e. Be sure all lights are off, and all doors are locked when you leave.
 - f. Children must be always monitored and not allowed to roam.
 - g. NO ALCOHOL OR DRUGS allowed on premises.
 - h. NO SMOKING in the building.
 - i. The building must be vacated by 10:00 p.m., unless preapproved by the mayor.
4. Keys must be returned promptly as agreed.
5. You can 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 are 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 Train Station** 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 me or my guest.

Signature of Person Responsible

Date

PLEASE DO NOT BLOCK THE DRIVEWAY TO THE RESIDENCE!