

**RESERVATION FORM  
CITY OF MCCAMEY FACILITIES**

**REQUEST IS BEING MADE TO RESERVE:** (check all that apply)

\_\_\_\_\_ **DEPOT BUILDING**    \_\_\_\_\_ **AMPHITHEATER**    \_\_\_\_\_ **SANTA FE PARK**

**Reservation is being made by:**

NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

TYPE OF FUNCTION PLANNED: \_\_\_\_\_

DATE AND TIME OF RESERVATION: \_\_\_\_\_

I have read and agree to abide by the Rules for Use Policy and understand that a deposit of \$25 for **each** facility shall be attached to this reservation. If keys are not picked up and returned during regular business hours and if the facilities are not left in acceptable condition, I will forfeit the deposit(s). If I lose or misplace the keys, I will forfeit my deposit(s) **AND** will also be responsible for the cost associated with replacing the locks and keys.

\_\_\_\_\_  
Signature of person making reservation

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Acknowledge receipt of \$ \_\_\_\_\_ deposit fee(s) for reservation(s) as signed above.

Cash \_\_\_\_\_

Check # \_\_\_\_\_

Key # or Color \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

**DEPOSIT REFUND**

Deposit(s) refunded \_\_\_\_\_ not refunded \_\_\_\_\_ to \_\_\_\_\_

(Signature of receiver)

by \_\_\_\_\_ on \_\_\_\_\_

(Signature of Employee)

(Date)

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_