



GARLAND

Goldie Locke Community Room Reservation Request

The Goldie Locke Community Room facility is available for use by community groups, homeowners' associations, and governmental/school agencies for non-profit purposes. The use of the room is subject to staffing and scheduling limitations. City related-business will take priority for the use of the room.

The facility is not available for individual or personal use, political functions, social functions/private parties (which include private events through a non-profit organization,) for-profit purposes or reoccurring meetings. No group shall assign its reservation to another person or group.

When not being utilized for City business, the facility may be available for public use on weekdays from 9 a.m. until 9 p.m. Any room usage outside of regular business hours (9 a.m. until 5 p.m.) will require the presence of a City of Garland Marshal.

Please provide the following information to begin the process.

Event Date: * _____ Estimated Attendees (100 Max): * _____

Organization Name* _____

Organization Email* _____

Organization Address* _____

City* _____ State* _____ Zip Code* _____

Contact Name * _____

Contact Email * _____

Contact Phone Number * _____

Event Title: * _____ Event Type: * _____

Event Start Time: * _____ Event End Time: * _____

***Items are required**

Goldie Locke Room Guidelines Acknowledgement

I, _____, hereby acknowledge and declare that:

I represent _____, a community group, homeowners association, or government/school agency. This event is not for individual or personal use, for-profit, or a private party.

Initial

I have been provided a copy of the Goldie Locke Room Policy. It is my responsibility to familiarize myself with and abide by this policy.

I confirm that I will be responsible for payment of hours worked by a City of Garland Marshal for my event, if held outside of normal business hours.

By signing this document, I agree, for myself and on behalf of my guests using the GoldieLocke Community Room, to comply with rules and regulations as listed in the guidelines I have received.

I further agree that I shall indemnify and hold harmless the City of Garland, Texas, and all of its present and former agents, employees, officials and representatives in their official, individual and representative capacities (collectively referred to as the "City") from any and all claims, demands, causes of action, judgments, liens, penalties, expenses (including attorney's fees, whether common law or statutory), costs and damages (whether common law or statutory, whether actual, consequential or incidental and expressly including those caused by the negligence or other fault of any party indemnified herein), of any conceivable character, from injuries to persons (including death) or to property (both real and personal) created by, arising from or in any manner relating to the Goldie Locke Room or use of the Goldie Locke Room, without limitation. The City, its officers, employees, and agents shall not be liable for any loss or damage to any real or personal property of any person, or for any injury to or death of any person, arising out of or in connection with the use, operation, maintenance, repair, or other action or event with respect to the Goldie Locke Room regardless of cause.

Signed: _____ Date: _____

OFFICE USE ONLY

Date Received: _____

Acknowledgment Form Signed: _____

Room Available: _____

Room Reserved by: _____

Email to Contact sent by: _____

Post Meeting

Date Checked: _____

Facilities Repair Ticket(s): _____ Invoice Produced # _____

Completed by: _____