



COMMUNITIES IMPROVEMENT ASSOCIATION

3180 Sandtown Road — P.O. Box 263 — Millbrook, AL 36054

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<http://www.cia1.org>

FACILITY RESERVATION

This reservation request is to use property owned the Communities Improvement Association under the direction of its Board of Directors. Said request will be approved by the CIA Board of Directors. Person or group making request will appear at CIA meeting on the 1st or 3rd Tuesday of the month to sign final documents once approval of request has been granted.

1. Need date and time:

Date _____ (Time) From _____ Until _____

Type Function _____ Number Attending _____

2. Name and address of person or group requesting use of facility:

Name _____

Address _____

Phone _____ E-mail _____

3. Check one:

Check one
<input type="checkbox"/> Campus Facility Auditorium
<input type="checkbox"/> Five Points Ball Field

Important!

User is a corporation, association, or entity lawfully authorized and of AGE to enter into this facility agreement. User further agrees that it will use the premises in an appropriate manner consistent with applicable State laws, CIA policies and procedures of/and under the directions of the facilities administrator (being CIA Board of Directors) in charge of the facilities being used. User is responsible for compliance by all persons covered by this lease which is in effect. CIA Board of Director Members is authorized to check your progress at any time. In the event of a cancellation or change of date, the fee is not refundable or transferable unless a week's prior notice is given.

Note: All events after 6:00pm must have Security at the cost of \$75.00.

Signature of Group or Representative