



KEY #

Montgomery Community Building Rental Application

Physical Address: 14420 Liberty Street, Montgomery, Texas 77356
Mailing Address: PO Box 708, Montgomery, TX 77356

Name of Applicant: _____

Name refund check should be made payable to: _____

Mailing Address: _____

City _____ State _____ Zip _____

Home Phone: _____ Work/Cell: _____

DL & State of Issue: _____

Type of Event: _____

Total # of People Attending: _____

Date(s) Requested: _____

Which Time: 6AM-12PM 12PM-6PM 6PM-12AM

Check all time blocks that apply.

Please allow up to 10 mins. for the party before you to fully leave the building.

Will there be alcohol on the premises: Yes No

The community building can be reserved up to 12 months in advance. A security deposit must be paid in full in order to put your event on the calendar and reserve the date; otherwise the date will not be held. All cancellations must be made 30 days prior to scheduled event.

Please sign below if you understand and accept the terms of the application.

Signature: _____

Date: _____

FOR CITY USE ONLY

- Rental Fee: \$ _____ Date Paid: _____ Emp. Initials _____
- Security Deposit: **\$150** Date Paid: _____ Emp. Initials _____
- Refund Amount: _____ Date Submitted: _____ Emp. Initials _____