

City of Larkspur
Parks & Recreation Department
240 Doherty Drive Larkspur, CA 94939
Telephone: 927-6746
Fax: 927-6758

USE PERMIT FOR HALL GYMNASIUM AND/OR COMMUNITY ROOM

Organization _____
and/or event: _____

Your Name: _____ Day Phone: _____

Address: _____ Hm/Fax #: _____

Date(s) of Use: _____ # Attending: _____

Facilities Requested		Time of Day Requested	Security Deposit	Fee
Hall Middle School Gym		until	\$200.00	
Larkspur Recreation Community Room		until	\$50.00	
TOTAL DEPOSIT DUE:				
TOTAL RENTAL DUE:				

As an applicant for use of the City of Larkspur facilities, I hereby agree to assume all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by use of a facility of the City of Larkspur. I further agree that in consideration of being permitted to use said facility, I will save and hold the City of Larkspur, the Larkspur School District and their officials and employees free and harmless from any loss, claim, liability, damages and/or injuries to persons and property occurring during applicant's use of said facilities.

PAYMENT/CANCELLATION POLICY:

A deposit check will hold your reservation. Full payment is due 14 days prior to the date of your event. Cancellation may be made up to 14 days prior to your event date, but a processing fee may be charged.

Signed: _____ Date: _____

Amount	Date Rec'd	Date Refunded
Deposit: _____	_____	_____
Rental Fee: _____	_____	_____
Approved by: _____	Date: _____	

Comments: _____
