



Community Center Reservation Form

If you are interested in using Van's community center for a special event, please fill out the reservation form below and submit this completed application to City Hall at the following address: **City of Van, 189 South Maple Street Van, TX 75790. Phone: (903) 963-7216.**

The Community Center may be leased for \$17.50/hour for meetings, with a minimum rental of 2 hours (\$35), with a deposit of \$75. The \$75 deposit is refundable upon compliance with clean-up rules and no damage. The Community Center may be leased for a minimum of \$100 for an eight-hour session, with a deposit of \$75 due at the same time the rent is paid; both payments are due upon approval of the application. The date requested cannot be confirmed until both the rent and deposit are paid in the form of two separate checks. A fee of \$50 will be due at the same time if cooking has been requested and approved.

Event Information

Violation Address

Date of Event

Name of Event

Description of Event

Event Start Time

Event End Time

Reservation Start Time

Reservation End Time

Total Hours Community Center Needed

Contact Information

Responsible Party

First Name

Middle Name

Last Name

Home Phone

E-mail Address

Street Address

Address Line 2

City

State

ZIP / Postal Code

Signature of Responsible Party

Date

Additional Comments: