



CUMBERLAND CITY COUNCIL

Community Facility Key Register Form for Casual and Regular Hire

This form only needs to be filled out if you are using Council's Facility

Key Use

Is the key for: View Facility Only Casual Hire Regular Hire

Date of use:

Booking Details

Booking ID Number:

Name of Facility:

Room Name:

Booking Dates: Time(s):

Name of Hirer/Organisation:

Address of Hirer/Organisation:

Name of person collecting key:

Contact Phone Numbers (list two):

Declaration

I accept the responsibility for holding the keys to the abovementioned facility. Furthermore, I agree that:

- The group will leave the facility clean and tidy and in the manner in which it was found.
- The group will leave the facility fully secured.
- The key will be returned to Council's office on the day of use or the next working day as appropriate and depending on the time of use.
- Under no circumstances will any member of my organisation or party known to me, duplicate the key/s.
- Key/Swipe Card to be returned on _
- If any of the above conditions are not met, Council has the right to revoke the future use of this facility.

Applicant Signature: Date:

OFFICE USE ONLY

Key/Security Card # provided: Yes No Key/Security Card # returned: Yes No

Key # Red FB: Key # Returned FB:

Staff Name: Staff Name:

Checked By: Checked By:

Date: Date:

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