



USE OF POTTER MEMORIAL BUILDING
53 West Church Street

Please complete the Information below and return with your payment.
This is required in order to reserve the building.
Enclosed is the list of Rules and Regulations relating to the use of the Potter building.
A separate check for the **security deposit of \$100.00** is required with the payment.
The security deposit will be returned to you provided the building is left in
good condition and there are no damages.

Checks should be made payable to:

VILLAGE OF FAIRPORT
31 So. Main Street
Fairport, NY 14450

Fee \$ _____

Security Deposit # _____

NAME _____

ADDRESS _____

HOME PHONE # _____ WORK PHONE # _____

EVENT _____

DATE OF USE _____

TIME OF EVENT 10:00 A.M. TO 5:00 P.M. _____

6:00 PM. TO MIDNIGHT _____

SIGNATURE _____

(REQUIRED)

PLEASE CONTACT THE VILLAGE CLERK'S OFFICE WITH ANY QUESTIONS.