

**FACILITY CLEANING & DAMAGE DEPOSIT  
CREDIT CARD AUTHORIZATION FORM**

Event Date: \_\_\_\_\_ Reservation # \_\_\_\_\_

Name on Rental Agreement: \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the City of Folsom to bill  
(credit card holder's name)  
my credit card should any of the following occur during my rental time:

*Damages to facilities and equipment*

*Lost or broken rental items*

*Extra time exceeding the contracted rental time*

*Additional clean up in kitchen and adjacent outdoor areas including dumpster area\**

*Additional clean up in bar\**

*Additional clean up in event room and adjacent outdoor areas including parking lot*

*Unpaid rental fees, liability insurance premiums, or catering fees*

*Any additional costs or expenses not agreed upon on rental agreement*

\*must comply with cleanup standards posted in kitchen and bar

**My card will be authorized in the amount of (circle one):**

**Ballroom w/kitchen \$1000**

**Ballroom \$700**

**East or West Room \$400**

**East or West Room w/kitchen \$700**

**Rotary Clubhouse \$300**

**Activities Room \$100**

which represents the standard cleaning and damage deposit for my event. This authorization will be done during the week prior to my event. The authorization will automatically be released approximately one week after my event. This amount will not actually be charged unless one or more of the following conditions occurs. The City of Folsom will notify me of any charges prior to billing my card.

Credit card number \_\_\_\_\_ Expiration Date \_\_\_\_\_

CVV2 \_\_\_\_\_ (3 or 4 digit security code on back of credit card)

Credit card billing address \_\_\_\_\_

Billing Phone number \_\_\_\_\_

Cardholder signature \_\_\_\_\_ Date \_\_\_\_\_

(Include a copy of the front and back of credit card with this form)