



RENTAL APPLICATION

Main Contact:	Phone:
Company:	Non-Profit #:
Address:	City/State/Zip
Email:	Fax:
Event Description:	
Event Date(s):	Type: <input type="checkbox"/> One Time <input type="checkbox"/> Ongoing <input type="checkbox"/> Party Package
<i>If ongoing request, please indicate:</i>	
Repeats: <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily	Day: <input type="checkbox"/> Mo <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> Fr <input type="checkbox"/> Sa <input type="checkbox"/> Su
Start Time: am/pm End Time: am/pm	<i>(Include your set up and clean up time for Regular Rentals)</i>
Space Requested: <input type="checkbox"/> Gym <input type="checkbox"/> Auditorium <input type="checkbox"/> Auditorium with Kitchen <input type="checkbox"/> Room 1 <input type="checkbox"/> Room 3 <input type="checkbox"/> Room 4	
Equipment Requested: <input type="checkbox"/> Chairs (#____) <input type="checkbox"/> Tables (#____) <input type="checkbox"/> Volleyball Net <input type="checkbox"/> Projector <input type="checkbox"/> Sound/Mic	
Estimated Attendance:	Catered: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Caterer:	Caterer Phone:
Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type: <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor
Is this event open to the public?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will an admission fee be charged?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Party Package: <input type="checkbox"/> Indoor Park <input type="checkbox"/> Baby Gym <input type="checkbox"/> Tumbling <input type="checkbox"/> Sports & Games <input type="checkbox"/> Rock Climbing	
Child's Name:	Age: Expected Attendance: Youth= Adult=
<i>(We do set up & clean up for you: providing seating, place settings and decorations for the "Expected Attendance" of Youth)</i>	
<p>Please note, reservations are accepted only upon confirmation from rental coordinator that space is available AND:</p> <ul style="list-style-type: none"> • \$25 application/procession fee received • Refundable security deposit received <p>Remainder of rental fees are due at least two weeks prior to the event set to automatically deduct from a credit/debit card.</p>	
Applicant's Signature: _____	Date: _____

FOR STAFF USE ONLY

<input type="checkbox"/> Deposit Received.....	Staff _____	Date: _____
<input type="checkbox"/> Contract Signed/Received.....	Staff _____	Date: _____
<input type="checkbox"/> Cleaning Checklist Received...	Staff _____	Date: _____
<input type="checkbox"/> Other Applicable Paperwork...	Staff _____	Date: _____
Indicate Other Paperwork _____		

HOURLY RATE FOR PRIVATE EVENTS

Events or functions not open to the public

ROOM	OPERATING HOURS	NON-OPERATING HOURS*	CAPACITY	SIZE
Security Deposit (<i>Refundable</i>)	\$100			
Application Fee	\$25			
Gymnasium	\$55	\$75	300	62' x 96'
Auditorium	\$65	\$85	230-300	35' x 66'
Auditorium with Kitchen	\$80	\$100	242-312	35' x 66' +
Classroom 1	\$35	\$55	12-25	13' x 24'
Classroom 3	\$55	\$75	35-75	36' x 40'
Classroom 4	\$45	\$65	20-40	18' x 32'

HOURLY RATE FOR NON-PROFIT GROUPS

Must provide a non-profit tax ID number to receive the non-profit rate.

ROOM	OPERATING HOURS	NON-OPERATING HOURS*	CAPACITY	SIZE
Security Deposit (<i>Refundable</i>)	\$100			
Application Fee	\$25 Yearly			
Gymnasium	\$45	\$65	300	62' x 96'
Auditorium	\$55	\$75	230-300	35' x 66'
Auditorium with Kitchen	\$70	\$90	242-312	35' x 66' +
Classroom 1	\$25	\$45	12-25	13' x 24'
Classroom 3	\$45	\$65	35-75	36' x 40'
Classroom 4	\$35	\$55	20-40	18' x 32'

HOURLY RATE FOR COMMERCIAL EVENTS

Events or functions that charge admission or sell products

ROOM	OPERATING HOURS	NON-OPERATING HOURS*	CAPACITY	SIZE
Security Deposit (<i>Refundable</i>)	\$100			
Application Fee	\$25			
Gymnasium	\$70	\$90	300	62' x 96'
Auditorium	\$80	\$100	230-300	35' x 66'
Auditorium with Kitchen	\$95	\$115	242-312	35' x 66' +
Classroom 1	\$50	\$70	12-25	13' x 24'
Classroom 3	\$70	\$90	35-75	36' x 40'
Classroom 4	\$60	\$80	20-40	18' x 32'

- Non-Operating Hours: Weekends and Evenings. (Weekday operating hours vary. Call to verify.)
- There is a two-hour minimum rental time during non-operating hours.
- We require at least two weeks' notice for all rental reservations.
- Multiple room bookings are subject to increased security deposits.
- Regular Rentals: set up and clean up are part of your rental and must take place during your paid rental time.
- Alcohol: Hourly fees increase \$25/hour, security deposit increases to \$500, purchase of additional insurance required.

Children's Birthday Party Packages

Party Theme	Price	Ages	Max Youth
Indoor Park	\$145	5 & Under	20
Baby Gym	\$145	3 & Under	15
Tumbling	\$160	3-5 Years	15
Rock Climbing	\$160	5 & Up	15
Sports & Games	\$160	3 & Up	20

All Party Packages Include:

A party host that will set up and clean up for the youth.
Decorations, Utensils, Plates, Cups & Table Covers

- Must be booked at least 2 weeks in advance.
- A \$100 refundable deposit is required.
- Additional time can be requested at regular room rates.

Equipment Available

Tables & Chairs	<i>Included</i>
Sound System & Microphone	\$25
Projection System	\$50
Large Coffee Pot	<i>Included w/Kitchen Rentals</i>
Indoor Park Toys	\$1/child
Balls	<i>Included w/Gym Rentals</i>
Volleyball Standards/Nets	\$20

Table & Chair Total Building Inventory

- Tables= 40/6ft + 14/8ft = 54 total
- Chairs= 75/Cushioned + 245/Metal = 320 total

Aud Rentals: We cannot guarantee access to more than 200 chairs & 30 tables.