



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 (Including Set Up) | | End Time: _____ am/pm (Including Clean Up) | |
| 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"/> Sports & Games <input type="checkbox"/> Rock Climbing <input type="checkbox"/> Pirate <input type="checkbox"/> Princess | | | |
| Child's Name: | | Age: | Expected Attendance: Youth= _____ Adult= _____ |
| <p><i>Please note, reservations are accepted only upon confirmation from rental coordinator that space is available AND:</i></p> <ul style="list-style-type: none"> • \$25 application/procession fee receive • Refundable security deposit received <p><i>Remainder of rental fees are due a minimum of two weeks in advance of the event.</i></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 rental fees and deposit information listed on reverse)

HOURLY PRIVATE EVENTS

Events or functions not open to the public

| ROOM | OPERATING HOURS | NON-OPERATING HOURS* | CAPACITY | SIZE |
|-------------------------------|-----------------|----------------------|----------|-------------|
| Security Deposit (Refundable) | \$100 | | | |
| Application Fee | \$25 | | | |
| Gymnasium | \$50 | \$70 | 300 | 62' x 96' |
| Auditorium | \$60 | \$80 | 230-300 | 35' x 66' |
| Auditorium with Kitchen | \$75 | \$95 | 242-312 | 35' x 66' + |
| Classroom 1 | \$30 | \$50 | 12-25 | 13' x 24' |
| Classroom 3 | \$40 | \$60 | 35-75 | 36' x 40' |
| Classroom 4 | \$40 | \$60 | 20-40 | 18' x 32' |

HOURLY NON-PROFIT GROUPS

Must provide a non-profit tax ID number

| ROOM | OPERATING HOURS | NON-OPERATING HOURS* | CAPACITY | SIZE |
|-------------------------------|-----------------|----------------------|----------|-------------|
| Security Deposit (Refundable) | \$100 | | | |
| Application Fee | \$25 Yearly | | | |
| Gymnasium | \$40 | \$60 | 300 | 62' x 96' |
| Auditorium | \$50 | \$70 | 230-300 | 35' x 66' |
| Auditorium with Kitchen | \$65 | \$85 | 242-312 | 35' x 66' + |
| Classroom 1 | \$20 | \$40 | 12-25 | 13' x 24' |
| Classroom 3 | \$30 | \$50 | 35-75 | 36' x 40' |
| Classroom 4 | \$30 | \$50 | 20-40 | 18' x 32' |

HOURLY COMMERCIAL EVENTS

Events or functions that charge admission or sell products

| ROOM | OPERATING HOURS | NON-OPERATING HOURS* | CAPACITY | SIZE |
|-------------------------------|-----------------|----------------------|----------|-------------|
| Security Deposit (Refundable) | \$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 | \$60 | \$80 | 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.*
- *Regular Rentals: set up and clean up are part of your rental and must take place during your paid rental time.*
- *Party Packages: Your party host does the set up and clean up for you.*
- *If alcohol is being served at an event- hourly fees increase by \$25/hour and security deposit increases to \$500.*
- *Multiple room bookings are subject to increased security deposits.*
- *We require at least two weeks notice for all rental reservations.*

Equipment Available

| | |
|---------------------------|----------------------------|
| Tables* & Chairs** | Included |
| Sound System & Microphone | \$25 |
| TV/VCR | \$25 |
| Projection System | \$50 |
| Large Coffee Pot | Included w/Kitchen Rentals |
| Indoor Park Toys | \$1/child |
| Balls | Included w/Gym Rentals |
| Volleyball Standards/Nets | \$20 |

Children's Birthday Party Packages

| | |
|--|-------|
| Indoor Park Party | \$100 |
| Sports & Games Party | \$125 |
| Rock Climbing Party | \$125 |
| Pirate or Princess Party | \$145 |
| All party packages include: | |
| Party Host, Balloons, Silverware and Paper Products | |
| <ul style="list-style-type: none"> • Must Book at least 2 weeks in advance • \$100 refundable deposit required | |

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