

**RENTAL APPLICATION**

|   |  |  |  |
|---|--|--|--|
| <b>Main Contact:</b>  |  | <b>Phone:</b>  |  |
| <b>Company:</b>   |  | <b>Non Profit #:</b>   |  |
| <b>Address:</b>   |  | <b>City/State/Zip</b>  |  |
| <b>Email:</b>   |  | <b>Fax:</b>  |  |
| <b>Event Description:</b>   |  |  |  |
| <b>Event Date(s):</b>   |  | <b>Type:</b> <input type="checkbox"/> One Time <input type="checkbox"/> Ongoing <input type="checkbox"/> Party Package   |  |
| <i>If ongoing request, please indicate:</i>   |  |  |  |
| <b>Repeats:</b> <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly <input type="checkbox"/> Daily   |  | <b>Day:</b> <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 |  |
| <b>Start Time:</b> <i>am/pm</i> <b>End Time:</b> <i>am/pm</i> <i>(Include your set up and clean up time for Regular Rentals)</i>  |  |  |  |
| <b>Space Requested:</b> <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   |  |  |  |
| <b>Equipment Requested:</b> <input type="checkbox"/> Chairs (#____) <input type="checkbox"/> Tables (#____) <input type="checkbox"/> Volleyball Net <input type="checkbox"/> Projector <input type="checkbox"/> Sound/Mic   |  |  |  |
| <b>Estimated Attendance:</b>  |  | <b>Catered:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| <b>Name of Caterer:</b>   |  | <b>Caterer Phone:</b>  |  |
| <b>Alcohol:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  |  | <b>Type:</b> <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor   |  |
| <b>Is this event open to the public?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  |  | <b>Will an admission fee be charged?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| <b>Party Package:</b> <input type="checkbox"/> Indoor Park <input type="checkbox"/> Baby Gym <input type="checkbox"/> Tumbling <input type="checkbox"/> Sports & Games <input type="checkbox"/> Rock Climbing   |  |  |  |
| <b>Child's Name:</b>  |  | <b>Age:</b> <b>Expected Attendance:</b> Youth=    Adult=   |  |
| <i>(We do set up &amp; 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"> <li>• \$25 application/procession fee receive</li> <li>• Refundable security deposit received</li> </ul> <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> |  |  |  |
| <b>Applicant's Signature:</b> _____   |  | <b>Date:</b> _____   |  |

**FOR STAFF USE ONLY**

Deposit Received..... *Staff* \_\_\_\_\_ *Date:* \_\_\_\_\_

Contract Signed/Received..... *Staff* \_\_\_\_\_ *Date:* \_\_\_\_\_

Cleaning Checklist Received... *Staff* \_\_\_\_\_ *Date:* \_\_\_\_\_

Other Applicable Paperwork... *Staff* \_\_\_\_\_ *Date:* \_\_\_\_\_

Indicate Other Paperwork \_\_\_\_\_

*(Hourly rental fees and deposit information listed on reverse)*

## HOURLY RATE FOR PRIVATE EVENTS

*Events or functions not open to the public*

| ROOM                                 | OPERATING HOURS | NON-OPERATING HOURS* | CAPACITY | SIZE        |
|--------------------------------------|-----------------|----------------------|----------|-------------|
| <b>Security Deposit (Refundable)</b> | <b>\$100</b>    |                      |          |             |
| <b>Application Fee</b>               | <b>\$25</b>     |                      |          |             |
| <b>Gymnasium</b>                     | \$55            | \$75                 | 300      | 62' x 96'   |
| <b>Auditorium</b>                    | \$65            | \$85                 | 230-300  | 35' x 66'   |
| <b>Auditorium with Kitchen</b>       | \$80            | \$100                | 242-312  | 35' x 66' + |
| <b>Classroom 1</b>                   | \$35            | \$55                 | 12-25    | 13' x 24'   |
| <b>Classroom 3</b>                   | \$45            | \$65                 | 35-75    | 36' x 40'   |
| <b>Classroom 4</b>                   | \$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        |
|--------------------------------------|--------------------|----------------------|----------|-------------|
| <b>Security Deposit (Refundable)</b> | <b>\$100</b>       |                      |          |             |
| <b>Application Fee</b>               | <b>\$25 Yearly</b> |                      |          |             |
| <b>Gymnasium</b>                     | \$45               | \$65                 | 300      | 62' x 96'   |
| <b>Auditorium</b>                    | \$55               | \$75                 | 230-300  | 35' x 66'   |
| <b>Auditorium with Kitchen</b>       | \$70               | \$90                 | 242-312  | 35' x 66' + |
| <b>Classroom 1</b>                   | \$25               | \$45                 | 12-25    | 13' x 24'   |
| <b>Classroom 3</b>                   | \$35               | \$55                 | 35-75    | 36' x 40'   |
| <b>Classroom 4</b>                   | \$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        |
|--------------------------------------|-----------------|----------------------|----------|-------------|
| <b>Security Deposit (Refundable)</b> | <b>\$100</b>    |                      |          |             |
| <b>Application Fee</b>               | <b>\$25</b>     |                      |          |             |
| <b>Gymnasium</b>                     | \$70            | \$90                 | 300      | 62' x 96'   |
| <b>Auditorium</b>                    | \$80            | \$100                | 230-300  | 35' x 66'   |
| <b>Auditorium with Kitchen</b>       | \$95            | \$115                | 242-312  | 35' x 66' + |
| <b>Classroom 1</b>                   | \$50            | \$70                 | 12-25    | 13' x 24'   |
| <b>Classroom 3</b>                   | \$60            | \$80                 | 35-75    | 36' x 40'   |
| <b>Classroom 4</b>                   | \$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 |
|---------------------------|-------|-----------|-----------|
| <b>Indoor Park</b>        | \$120 | 5 & Under | 20        |
| <b>Baby Gym</b>           | \$120 | 3 & Under | 15        |
| <b>Tumbling</b>           | \$135 | 3-5 Years | 15        |
| <b>Rock Climbing</b>      | \$135 | 5 & Up    | 15        |
| <b>Sports &amp; Games</b> | \$135 | 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 book at least 2 weeks in advance.
- A \$100 refundable deposit is required.
- Additional time can be requested at regular room rates.

### Equipment Available

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