



# Facility Reservation Form

**Group/Individual** \_\_\_\_\_ **Today's Date** \_\_\_\_\_

**Date(s) Desired** \_\_\_\_\_ **Day of the week**    **M Tu W Th F Sat Sun**

**Attendance Expected** \_\_\_\_\_ **Starting Time** \_\_\_\_\_ **Ending Time** \_\_\_\_\_

**Number of Tables Needed** \_\_\_\_\_ **Number of Chairs Needed** \_\_\_\_\_

**Name of Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Please check room or rooms wanting to rent:**

West Meeting Room \_\_\_\_\_ East Meeting Room \_\_\_\_\_

Gym for Sports \_\_\_\_\_ Gym for Dance/Party \_\_\_\_\_

Gym for Other (explain what event) \_\_\_\_\_

**For Office Use Only:**

Room Needing to Rent	Total Hours Rented	Subtotal
Tables/Chairs Rental		
	<b>Deposit</b>	<b>\$50</b>
	<b>Total</b>	

RHRC Staff \_\_\_\_\_ Date \_\_\_\_\_

## RHRC Facility Rental Policies

1. Payment and deposit are required to reserve the facility or tables and chairs, and are due when rental application is submitted. Cash or check payments are preferred. A separate payment is required for the cleaning deposit portion of the payment.
2. Tables and chairs must be picked up and returned during weekday open office hours only. All tables and chairs must be cleaned upon return or deposit check will not be returned to user until all items rented are cleaned.
3. There is a 2 hour minimum on any rentals that are scheduled outside of RHRC open hours.
4. There will be a supervisor to open and close the facility on the day of the rental agreement. The supervisor will also be on call and accessible as needed during the rented times.
5. Cleaning deposit will be returned the day the event is over, if our supervisor determines the facility is clean and releases the deposit. If more cleaning is needed, the supervisor will let the renting party know what needs to be done in order to receive their deposit back.
6. NO ALCOHOLIC BEVERAGES ALLOWED IN FACILITY AT ALL. NO EXCEPTIONS!!!!!!
7. 30 tables are available to use and a limited number of chairs are available. If tables and chairs are used, they must be cleaned prior to receiving your cleaning deposit.
8. NO SOCCER OR BASEBALL ACTIVITIES ARE ALLOWED!!!!
9. All people must stay in area that is rented and the restroom areas.
10. The renting party is responsible for any damages to the facility that occur during the rented times.
11. 100% refund will be given if the rental agreement is cancelled at least 7 business days prior to the rental dates. 50% refund will be given if rental agreement is cancelled within 7 business days of the rental date. No refund will be given if the renting party cancels or does not show up the day of the rental date. All refund requests will be determined by the Superintendent of Recreation for the Rose Hill Recreation Commission.

### Renting Party Agreement & Acknowledgment of Policies

***I have read and understand all facility rental policies pertaining to this rental agreement. I agree to the terms, policies and procedures pertaining to this rental agreement. I understand that the Rose Hill Recreation Commission, board members, staff and volunteer employees or USD 394 will NOT be held responsible or liable for any and all injuries sustained during activities pertaining to this rental agreement.***

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Renting Party Signature

Date