

City of Troy
Recreation Center

FACILITY RENTALS APPLICATION

Submission of this form does not guarantee reservation or availability of a room or event. A TPRD staff member will contact you with confirmation within one week of receipt of application. Applications must be presented at least 48 hours in advance of an event.

Today's Date: _____ Date of Event: _____
Arrival Time: _____
Starting Time of Event: _____ Ending Time: _____
Estimated Attendance: _____

Name of Event: _____

Person or Group sponsoring event: _____

Contact Person Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell phone: _____

Fax Number: _____ E-Mail: _____

Do you have any Special Requests? Will you be doing a presentation of any type?

Will there be Food at the Event? Yes _____ No _____

Signature of Responsible Party: _____

No facility is reserved without a proper request form being submitted. Please do not assume that a facility is reserved until confirmation has been received.

OFFICE USE ONLY

Director: _____

Programs Coordinator: _____

RENTAL FEES/CHARGES

Recreation Center

SEATING CAPACITY:		Designated Room	Rate/Hour
Multi-Purpose Room 1:	45	Multi Purpose room 1	() \$40
Multi-Purpose Room 2:	45	Multi Purpose room 2	() \$40
Multi-Purpose Room 3:	30	Multi Purpose room 3	() \$40
Board Room:	14	Board Room	() \$40
		Kitchen Charge	() \$50

Gymnasiums

	<u>Per Day</u>	
	1 Gym Only	2nd Gym
	() \$500	() \$500
Kitchen Fee	() \$50	() \$50
After Hours Fee	\$_____	\$_____
Column totals:	\$_____	\$_____
TOTAL AMOUNT	\$_____	

A CERTIFICATE OF LIABILITY INSURANCE must be provided 10 days in advance of the event. The policy must name the City of Troy and Troy Parks and Recreation as additionally insured for \$1,000,000.

THE REMAINING BALANCE AND A COPY OF THE INSURANCE POLICY SHOULD BE RECEIVED 10 DAYS BEFORE YOUR EVENT. If it is not received within 10 days of the event, the event will be cancelled and all fees will be forfeited.

_____ Certificate of Insurance received