

Troy Parks and Recreation
Community 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: _____

Name of Event: _____

Person or Group sponsoring the event: _____

Contact Person Information

Name: _____

Mailing Address: _____

City: _____ State: _____

Zip Code: _____

Phone Number: _____ Cell phone: _____

Fax Number: _____ E-Mail: _____

Date of Event: _____

Arrival Time: _____

Starting Time for the Event: _____

Ending Time of the Event: _____

Estimated Attendance: _____

Special Requests: _____

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

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.

Signature of Responsible Party: _____

Date: _____

OFFICE USE ONLY

Director: _____

Programs Coordinator: _____

Operations Coordinator: _____

RENTAL FEES/CHARGES

Troy Community Recreation Center

SEATING CAPACITY:

Multi-Purpose Room 1:	45
Multi-Purpose Room 2:	45
Two rooms combined:	90
Board Room:	14

RATES: All rates are per hour

Designated Room

Multi Purpose room 1	() \$40.00
Multi Purpose room 2	() \$40.00
Board Room	() \$40.00
Indoor Pool	() \$50.00
Outdoor Pool	() \$50.00
Spray Ground	() \$50.00
Kitchen Charge	() \$50.00
Janitorial Charge	\$ _____
Setup Charge	\$ _____
Concession	\$ _____

Other equipment available for rent: \$50.00 ea. per day

() Overhead Projector	\$ _____
() Sound System	\$ _____

When using the facilities you can not hang decorations from the ceilings or walls. Please consult the staff and supervisors for any requests.

RENTAL FEES/ CHARGES

Gymnasiums

<u>Category</u>	<u>Charges per Day</u>	<u>Kitchen Area</u>
	<u>Per Gym</u>	
A. Community Service*	\$ 500.00	\$75.00
B. Non-Profit or Private Group**	\$1,000.00	\$75.00
C. Kitchen Fee	\$75.00	\$75.00
D. After Hours Fee	\$ _____	\$ _____
E. Janitorial Charge	\$ _____	\$ _____
F. Setup Charge	\$ _____	\$ _____

Other equipment available for rent: \$50.00 ea. per day

- () Overhead Projector \$ _____
- () Sound System \$ _____
- () Volleyball and Standards \$ _____

- () Portable Stage (\$250 per day) \$ _____

TOTAL AMOUNT DUE \$ _____