

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 \$ _____