

2018



Crawfordsville Community Center
Parks & Recreation Department
922 E. South Boulevard
Crawfordsville, Indiana 47933
Ph : (765) 364-5175 Fax: (765) 364-5179

CRAWFORDSVILLE PARKS AND RECREATION DEPARTMENT COMMUNITY CENTER ROOM RENTAL RATES AND POLICY STATEMENT

(Revised January 2018)

It is the goal of the Parks and Recreation Department to program the building as community interest demands. At "non-programmed" times certain parts of the building may be rented for social functions such as, but not limited to, family reunions, birthday parties, club and organizational meetings, etc. It should be noted that **no alcoholic** beverages are permitted in the building, or on park grounds. The building is a smoke free environment, as are the attached patios.

<u>RENTAL ROOMS AND RATES</u>	<u>Rental Rates</u>
Multipurpose room (Full)	\$30/HR+tax
Kitchen	\$15/HR+tax
Game Room	\$15/HR+tax
Gymnasium	\$50/HR+tax
Tot Lot	\$20/HR+tax

RENTAL POLICIES

1. 2 hr. Minimum rental – includes prep and decorating time. A staff custodian will open and close for the group. We tear down, empty trash, vacuum and mop afterwards. The group is responsible for getting trash to trash cans and washing/putting away all dishes. A \$50 deposit is required which is refundable upon our inspection of the room to be sure no damage other than normal wear and tear was done.
2. Deposit must be paid at the time the reservation of the building is made. A rental fee based on requested number of hours must be paid no later than 4pm on the last business day prior to the rental. Deposit is not refundable if the function is canceled with less than 48 hours notice; a rental fee portion would be refunded if already paid.
3. The individual making the reservation is responsible for the cost of making repairs of damage to the facility beyond normal wear and tear.
4. When group members are under the age of 21, adequate adult chaperones must be provided at a suggested rate of 1:15.
5. A reservation is limited to the area or areas specifically rented and no other.
6. Any violation of these rules may cause denial of future requests.
7. Gymnasium – can rent only when we are not open.
8. All-Building rentals must end by 9:00 pm

RENTAL FORM

By completing this form and signing below, you certify you have read and agree to the terms of the above Policy Statements.

Date of Rental:_____ Time of Rental_____ Multi-Purpose Room Gymnasium Other_____

First Name:_____ Last Name:_____ Approx. # Attending:_____

Business or Organization: No Yes - Name:_____

Address:_____ City, St, Zip:_____

Home Phone:_____ Work/Cell Phone:_____

Renter's Signature

Date

Tax Exempt Organization: (Tax certificate copy needed)

If you would like tables or chairs arranged in any specific way, please attach a diagram or sketch one on the back of this sheet.

Any questions or concerns, please call Tyler Stewart 364-5175 ext. 2609

Thank you in advance for your cooperation in keeping our park facilities and grounds clean and enjoyable for everyone!