

Rental Form



PLEASE PRINT

RENTAL DATE _____

Name: _____

Phone Number: _____ Phone Number 2 include name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

*In the event of cancellation, all refunds are done through city hall. A CHECK will be mailed to the above address.

Deposit Refund
will be sent here

Facility to be reserved for rental:

Large Meeting Room Gymnasium

Staple Receipt Here

Time of Rental: _____ to _____

Type of Function: _____

Estimated Number of Attendees: _____

Who is the Rentals Contact Person (the Person in charge)?

Name: _____ Phone Number: _____

Total to be PAID = _____ (Must be paid in FULL 2 weeks (14 Days) prior to rental)

Deposit Paid= _____ Receipt #: _____ Received by: _____ Date: _____

Rental Fee Paid= _____ Receipt #: _____ Received by: _____ Date: _____

Renter's Signature: _____

Date: _____

Employee initials: _____

Date of booking: _____

Deposit Due Date: _____

Rental Fee Due Date: _____

OFFICE USE ONLY

Date: _____

Account #: 110-34751-000

Amount: _____

For: _____

Requested by: _____



Rental Form



RESERVATION AGREEMENT CONTRACT LEWISBURG RECREATION CENTER LARGE MEETING ROOM

1. The Deposit is due 2 weeks (14 days) from the booking date to hold the room, and cover any damages.
2. The Rental Fee is due 2 weeks (14 days) before the event. If this is not paid on time, deposit becomes non-refundable.
3. If the event is cancelled within 2 weeks of the rental date, the deposit will not be refunded.
4. **The deposit will be returned to you by mail as soon as possible after the function, provided the facility has been cleaned and no damage has occurred.**
5. USER IS RESPONSIBLE FOR ANY AND ALL DAMAGES TO FACILITY OR EQUIPMENT. The Parks Dept. requests that all users inspect the room prior to their event so that both parties may be aware of any existing damage.
 - If deposit does not cover damages, an invoice will follow for additional charges.
 - Checklist must be completed by renter and staff member on duty to guarantee deposit refund.
6. No tape on walls or ceilings. Cork boards are provided for hanging in six (6) locations.
7. Tables and chairs are provided for your use. Please do not remove from the building.
8. Tables and chairs should be put up in proper fashion in storage closet. Photos will be posted for storage example.
9. All trash should be taken to the dumpster behind the LRC. Mop and vacuum the floors before leaving the property. Wipe down tables and counters.
10. The Lewisburg Parks & Recreation Department is not responsible for any articles left, lost, or stolen from the building.
11. A park employee must be present at all times when the facility is rented.
12. It is unlawful for any person to consume or have on display any alcoholic beverage within the property Lewisburg Recreation Center. (Municipal Code-Title 10-Chapter 2-Section 226)
13. Since the facility is available for public usage, you may be requested to turn music down when other parts of the facility are open.
14. Maximum Occupancy of the Large Meeting Room by law is 300 people.
15. No fog or smoke machines are allowed.
16. Music devices should be compatible with LRC equipment.
17. No Smoking is allowed in the building.
18. No food or drink is permitted in the gymnasium.
19. Unattended children are not allowed in other areas of the building.
20. Any violations of rules may result in immediate vacating of the building without refund.
21. The facility **must be vacated no later than 9pm on weekdays and 10pm on weekends**. If setting up on day before, facility must be vacated by 8pm (Mon – Fri)
22. Room rental times are as follows: (please plan your event accordingly)
 - Monday-Friday 8am-7pm
 - Saturday & Sunday 8am-10pm
23. Gym Rental times are **after hours only**: (please plan your event accordingly)
 - Saturday & Sunday 5pm-7pm

The undersigned individual on behalf of any group or organization using the facility hereby releases the City of Lewisburg from any claim for damage or injury arising from the use of facility, and furthermore certifies that this information, release, and assurance of compliance has been presented to and accepted by all participants.

Renter Signature: _____ Date: _____



End of Reservation Checklist

	<u>Renter</u>	<u>Staff</u>
1. Tables should be put up in proper fashion in storage closet.	_____	_____
2. Chairs should be stacked in an orderly fashion against walls or in closet.	_____	_____
3. No tape on walls or ceilings.	_____	_____
4. The facility must be vacated on time.	_____	_____
5. All trash should be taken to the dumpster behind the LRC.	_____	_____
6. Trash cans should be emptied with fresh trash liners (ask staff member)	_____	_____
7. Mop and vacuum the floors before leaving the property.	_____	_____
8. Wipe down tables and counters.	_____	_____
9. Oven and stove should be cleaned thoroughly.	_____	_____
10. Refrigerator must be cleaned out.	_____	_____

Renter Signature: _____

Date: _____

Staff Signature: _____

Date: _____