

# COMMUNITY CENTER ROOM RENTAL APPLICATION

OFFICE 793-5090                      FAX 793-5088

TODAY'S DATE \_\_\_\_/\_\_\_\_/\_\_\_\_      CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_                      PHONE NUMBER \_\_\_\_\_

ORGANIZATION \_\_\_\_\_                      NUMBER ATTENDING \_\_\_\_\_

CIRCLE ONE

ROOM 1

ROOM 2

ROOM 3

ROOM 4

GYM

ENTIRE BUILDING

ROOMS

REGULAR HOUR RATES

AFTER HOUR RATES

1-4 (holds up to 50 people)	\$15.00/ HOUR	\$30.00/HOUR
WITH REFRESHMENTS	\$22.50/ HOUR	\$37.50/HOUR
1&2 OR 3&4(holds up to 100people)	\$30.00/ HOUR	\$45.00/HOUR
WITH REFRESHMENTS	\$37.50/ HOUR	\$52.50/HOUR
GYM	\$30.00/ HOUR	\$45.00/HOUR
GYM (+200)	\$60.00/ HOUR	\$90.00/HOUR
ENTIRE BUILDING	\$60.00/ HOUR	\$75.00/HOUR
ENTIRE BUILDING (+200)	\$120.00/ HOUR	\$150.00/HOUR

*ADD \$7.50 PER HOUR FOR REFRESHMENTS IN GYM OR ENTIRE BUILDING RENTALS*

CLEANING DEPOSIT:                      \$25.00/ROOM                      \$50.00 GYM                      \$150.00 ENTIRE BUILDING

REGULAR HOURS:                      MON-THURS: 8AM-9PM                      FRI: 8AM-5PM                      SAT: 10AM-6PM

STAFF SET-UP:                      \$15.00/ROOM                      \$50.00 GYM

STAFF CLEANS UP:                      \$15.00/ROOM                      \$50.00 GYM

**RESERVATION DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_      **TIME:** \_\_\_\_\_AM/PM TO \_\_\_\_\_AM/PM

FOR THE FOLLOWING PURPOSE: \_\_\_\_\_

RULES FOR RESERVING

- **ADEQUATE TIME MUST BE ALLOTTED AND RESERVED FOR SET-UP AND CLEAN UP.**
- **PAINTERS TAPE ONLY IS ALLOWED ON THE WALLS.**
- NO SMOKING, ALCOHOL OR WEAPONS ARE ALLOWED IN THE MOORE COMMUNITY CENTER.
- ANYONE WITH A WEAPON OR ILLEGAL DRUG IN THEIR POSSESSION WILL BE REMOVED AND BANNED.
- ONLY PERSONS OVER 18 CAN RESERVE ROOMS.
- NO GRILLS, FRYERS OR COOKING WHICH REQUIRES EXCESS OIL.
- RESERVATIONS MUST BE MADE IN PERSON, AND A DEPOSIT PAID TO HOLD THE ROOM.
- FAILURE TO CLEAN THE ROOMS AND RETURN THE TABLES AND CHAIRS WILL RESULT IN A FORFEITURE OF THE DEPOSIT. CARPET STAINS WILL RESULT IN FORFEITURE OF DEPOSIT ALSO.
- THE MOORE COMMUNITY CENTER RESERVES THE RIGHT TO REQUIRE LIABILITY INSURANCE WITH THE CITY OF MOORE LISTED AS ADDITIONAL INSURED.

**I HAVE READ AND UNDERSTAND THE ABOVE RULES:** \_\_\_\_\_ (SIGNATURE)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_      DEPOSIT AMT: \_\_\_\_\_      CASH / CHECK# \_\_\_\_\_ (CIRCLE ONE)