



Beulah Brinton Rental Request Ph#: 475-8538 (o)
North/Washington Rental Request Ph#: 475-8040 (o)

Game Room: \$30/hr Cafeteria: \$30/hr
Half Gym: \$30/hr Full Gym: \$50/hr

Community Center Rental Request Form

Location (Circle One): Beulah Brinton North Division Washington

First and Last Name (please print): _____

Address (street/city/zip): _____

Phone Number with Area Code: (_____) _____

Type of Rental: Birthday Party Baby Shower Other _____

Date of Rental: ____/____/____ Approx # of People Attending: _____

***Not included in rental cost is 30 minutes before & after rental for set-up/take down**

***Additional set-up time WILL be included in the rental cost**

Set-up Time: _____ (am / pm) Actual Rental Time: _____ (am / pm) to _____ (am / pm)

Day of Rental (Bldg Dir Use) Time In: _____ (am / pm) Time Out: _____ (am / pm)

Rooms to be used (circle all that apply): Game Room Cafeteria Half Gym Full Gym

Set-up Instructions – Please detail on the back of this form (# of tables, chairs, etc.)

REQUIRED 2 WEEKS PRIOR TO RENTAL

\$25 Deposit & Set-up Instructions

Deposit may be held if a cancellation is not made at least 24 hours prior to rental or failure to comply with procedures below

CHECK-IN PROCEDURES

- *Upon arrival and prior to rental, check-in with the front desk staff person*
- *Pay rental in full for times listed above*

CLEAN-UP PROCEDURES

- *Garbage to be bagged & ready for disposal*
- *Tables/Counter-tops to be wiped clean*
- *Floor to be swept and any spills wiped clean*

***Deposit will be returned after rental if room(s) are cleaned to the satisfaction of the staff**

****I understand that alcohol, tobacco, and drug use is strictly prohibited on the premises of the Community Center. By signing below I agree to abide by this policy and the terms of the rental.**

Signature of Rental Requestor: _____

Deposit \$ _____ (cash or check# _____) Deposit Returned (customer initials) _____ Total Amount Paid _____