



A department of MPS

Rental Request Phone#: 475-8538 (office)

- Cafeteria: \$30/hr
- Half Gym: \$30/hr
- Full Gym: \$50/hr
- Sand Court: \$10/hr/court

Beulah Brinton Community Center Rental Request Form

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: _____

***For rentals in the cafeteria of 3 hours or more, you do not pay for 1 hour (example below)**

Actual Rental Time: 2:00pm to 6:00pm (cost is \$90 instead of \$120)

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): Cafeteria Half Gym Full Gym Sand Court

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 48 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***

****I understand that alcohol, tobacco, drug use, and weapons are strictly prohibited on the premises of Beulah Brinton 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 _____