

Today's Date _____

RECREATION CENTER RENTAL APPLICATION

Name: _____

Home Phone: _____ Alt. Phone _____

Address _____

Street

City

State

Zip Code

Email: _____

Date of Rental: _____

Time of Rental: _____ am/pm to _____ am/pm Total Hours: _____

Are any members of your group physically challenged or in need of special accommodations?

YES or NO

If so, please specify _____

Purpose of Rental: _____

Expected Attendance: _____ Tables Needed: _____ Chairs Needed: _____

FOR ORGANIZATIONS:

Name of Org. _____

Type of Org. _____

RECREATION CENTER RENTAL DETAILS

Section 1: General Requirements

- No person, group, association, corporation, or organization of any kind may use a facility without first filling out an application at the WRC and must be approved by WRC Management.
- WRC Management may require any applicant to provide, in writing, various information deemed necessary to determine which facilities, arrangements, and special services or equipment may be necessary.
- The appropriate deposit must be paid before the requested date can be reserved. All remaining applicable fees must be paid, in full, at least **5 business days** before the rental date to avoid cancellation. Cancellations with less than **48 hours** notice will result in forfeiture of deposit.
- **The WRC is an alcohol and drug free environment.** The applicant understands and guarantees that no alcoholic beverages or illegal substances shall be brought inside the WRC or on its premises.
- No glitter, confetti, or silly string allowed on the premises.
- The WRC's music system may be operated by **WRC PERSONNEL ONLY, no exceptions.** All music must be provided by the applicant, approval must be granted.
- **All tables and chairs must be neatly left as they were found, floors swept trash taken out and put into dumpster**

Section 2: Definitions

- **Hourly usage**-includes any and all time required to set up, take down, and clean the facility. Partial hours will be rounded up to the next complete hour.
- **Additional Fee (8+ Hours)**-If any event exceeds its contracted time, a \$15 fee for each additional hour will be charged. Eight hours is the maximum duration for an event.
- **Additional Fee-After Midnight**-If any event extends past 12:00 a.m. of any day, a \$20 fee will be added.
- **Additional Fee-Custodial Personnel**-If an event will require additional custodial or additional personnel, an additional fee of \$20 per hour will be charged. The necessity for additional personnel shall be determined by WRC Management, and shall be made known to the party renting the facility in a timely manner.

****Also, WRC Management reserves the right to assess additional fees and allocate adjustments whenever deemed applicable, legitimate, and necessary.**

I have read and agree to the terms and conditions included in this packet.

Name (Print)

Signature

Date

WRC Rental Fees:

WRC Conference Room (Monday-Friday) 1-4 hrs	\$25.00
WRC Conference Room (Monday-Friday) 5-8 hrs	\$50.00
WRC Conference Room Deposit (Refundable)	\$25.00
WRC Studio A 1-4 hrs	\$50.00
WRC Studio A 5-8 hrs	\$100.00
WRC Studio A Deposit (Refundable)	\$50.00
WRC Downstairs 1-4 hrs	75.00
WRC Downstairs 5-8 hrs	125.00
WRC Downstairs Deposit (Refundable)	\$50.00
WRC Entire Building 1-4 hrs	\$125.00
WRC Entire Building 5-8 hrs	\$200.00
WRC Entire Building Deposit (Refundable)	\$100.00
WRC Community Room 1-4 hrs	\$10/hr
WRC Community Room 5-8 hrs	\$100.00
WRC Community Room Deposit (Refundable)	\$50.00