

Today's Date \_\_\_\_\_

## **ARMORY RENTAL APPLICATION**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip Code

Email: \_\_\_\_\_

Time of Rental: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Total Hours: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

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: \_\_\_\_\_ WRC Set Up: YES or NO

### **FOR ORGANIZATIONS:**

Name of Org.: \_\_\_\_\_

Type of Org.: \_\_\_\_\_

#### **Office Use Only**

Deposit \_\_\_\_\_ Date Paid \_\_\_\_\_ Check/CC/Cash Check # \_\_\_\_\_ Initials \_\_\_\_\_

Amount of fees from other page \_\_\_\_\_ Date Paid \_\_\_\_\_ Check/CC/Cash Initials \_\_\_\_\_

Check # \_\_\_\_\_

# ARMORY 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.
- No glitter, confetti, or silly string allowed on the premises.
- The maximum temperature that the thermostat should be set on is **70° F**. Please turn the thermostat **back down to 50° F** when you leave. Failure to do so may result in forfeiture of deposit.
- The thermostat is located on the south wall, east of the middle goal.

## 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.

- **Set Up-Tables/Chairs**-Having WRC staff set up & take down the requested tables and chairs. A layout specifying the arrangement is required 5 days prior to event/usage.
- **Extra Tables/Chairs**-If the requested amount of tables and chairs is more than what we have at the Armory; then a **\$25 fee will be added** for a hauling fee.
- **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 reserve 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

## **ARMORY RENTAL PRICING STRUCTURE**

<b>Terms</b>	<b>Price</b>	<b>Y/N</b>
Armory-Full Day (5-8 hours)	\$ 100.00	
Armory-Hourly (2 hours)	\$ 20.00	
Armory-Hourly (3 hours)	\$ 25.00	
Armory-Hourly (4 hours)	\$ 30.00	
Armory Deposit	\$ 50.00	
Armory-Set Up-Tables/Chairs	\$ 50.00	
Armory-Extra Tables/Chairs	\$ 25.00	
Armory-Additional Fee (8+ hours)	\$15/hour	
Armory-Additional Fee (After Midnight)	\$15/hour	
Armory-Additional Fee-Custodial Personel	\$20/hour	

Total Fees: \$ \_\_\_\_\_