

**Jimmie O. Rector Community Center  
Facility Reservation Form**

**Reservation Date:** \_\_\_\_\_ **Rental Time Period:** \_\_\_\_\_

Renter Group Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

Phone # Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Address: \_\_\_\_\_

<b>Rental Area - After 5pm, Weekend, Holiday</b>	<b>Rental Fee</b>	<b># of Hours</b>	
<b>Total Area</b>	\$160	4	\$ _____
Additional Hours	\$40/hr	x _____ =	\$ _____
Kitchen	\$30	N/A	\$ _____
<b>Multipurpose Room</b>	\$120	4	\$ _____
Additional Hours	\$30/hr	x _____ =	\$ _____
Kitchen	\$30	N/A	\$ _____
<b>2 Meeting Rooms</b>	\$20/hr	x _____ =	\$ _____
Room A only	\$15/hr	x _____ =	\$ _____
Room B only	\$15/hr	x _____ =	\$ _____
Kitchen	\$30	N/A	\$ _____
<b>Rental Area - Weekday</b>			
<b>Total Area</b>	\$25/hr	x _____ =	\$ _____
Kitchen	\$20	N/A	\$ _____
<b>Multipurpose Room</b>	\$20/hr	x _____ =	\$ _____
Kitchen	\$20	N/A	\$ _____
<b>2 Meeting Rooms</b>	\$15/hr	x _____ =	\$ _____
Room A only	\$10/hr	x _____ =	\$ _____
Room B only	\$10/hr	x _____ =	\$ _____
Kitchen	\$20	N/A	\$ _____
Kitchen <b>ONLY</b>	\$30/hr	x _____ =	\$ _____
<b>Rental SubTotal</b>			\$ _____
<b>Resident Discount</b>	20%		(\$ _____)
<b>Clean Up Deposit</b>	\$150		\$150
<b>Total Rental Fee</b>			\$ _____
<b>Rental Deposit(\$150 Clean-Up Deposit + \$50 min)</b>	\$200 min		(\$ _____)
<b>BALANCE DUE</b>			\$ _____
* You have access to the building ½ hr. before and ½ hr. after your rental time. If you need additional time to decorate, please schedule accordingly.	<b>Deposit Receipt #</b> _____		
	<b>Balance Receipt #</b> _____		
<b>Date Deposit Refund Requested:</b> _____			<b>Initials:</b> _____

Type of activity \_\_\_\_\_ Officer Req? Y N

Is food to be served? Y N Number expected? \_\_\_\_\_ Admission? Y N

Desired equipment\*? \_\_\_\_\_

**\*Please sketch diagram of table/chair arrangement on the diagram provided.**

**I agree to make payment in full no later than 48 hours before my event. I agree to be responsible for the behavior of the persons attending this activity. I agree to be responsible for leaving the building clean and for paying any and all damages that may occur during this rental. I understand that the clean-up fee will be forfeited if the facility is not left clean (floor swept, spills mopped, trash taken to the dumpster, etc.). I understand that absolutely NO DRUGS OR ALCOHOL are allowed on the premises of the Jimmie O. Rector Community Center. I have read, and agree to, the Fee Structure and Regulations.**

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_

PARD Employee \_\_\_\_\_