

Community Center Reservation Application

Applicant Information:

Applicant's Name _____ Organization (if any) _____
Applicant's Address _____
City _____ State _____ Zip _____
Phone Number _____ Email _____
Alternate Contact _____ Alternate Contact Phone _____

Community Center Selection:

- ☐ Bryant
☐ Chavez
☐ Humble
☐ King
☐ Tyler-Domer

Date(s) of Reservation: _____
Start Time: _____
End Time: _____
Expected Attendance: _____
Purpose: _____

Set Up & Arrangement:

Will tables and chairs be needed? YES ☐ NO ☐

Chairs # _____ Tables # _____

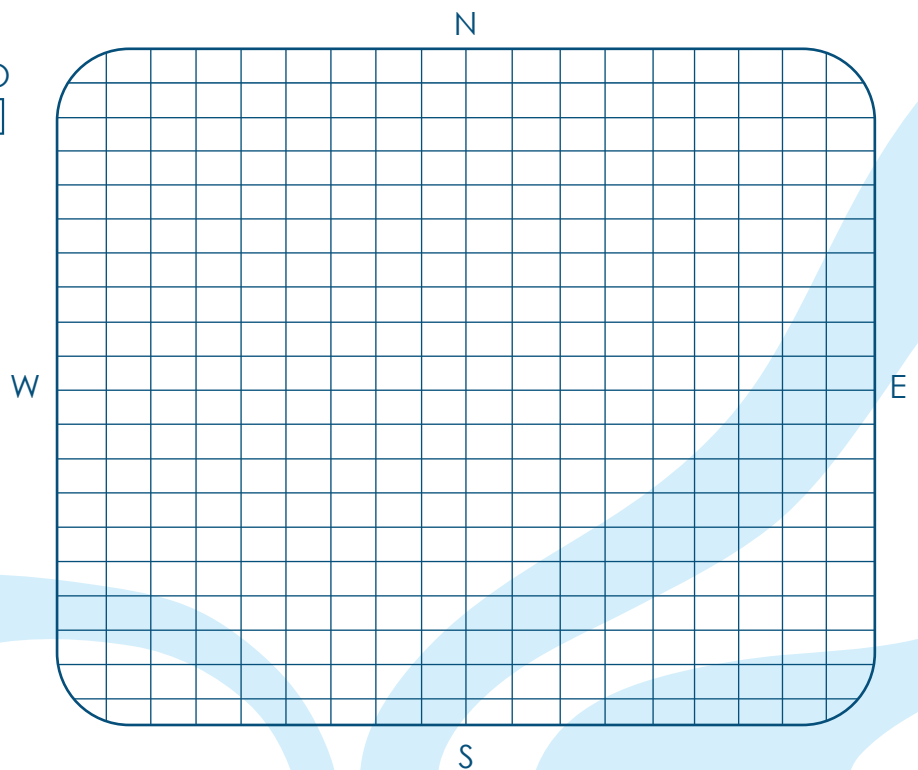
Other set up requests _____

Please complete set up arrangement on the grid.

Room Selection:

	Private Rental	Resident	Non-Resident	Civic Non-Profit	Per	Security Deposit
<input type="checkbox"/> Gym (w/kitchen)		\$100	\$150	\$85	Hour	\$300
<input type="checkbox"/> Meeting Room (w/kitchen)		\$75	\$115	\$63	Hour	\$150
<input type="checkbox"/> Meeting Room (no kitchen)		\$50	\$75	\$42	Hour	\$150

- * No reservations will be accepted without 10 days advance notice.
- * Form and payment are due a minimum of 7 days prior to reservation.
- * Reservations will not be available on holidays or days the city is closed.
- * Four (4) hour minimum rental is required on weekends.
Two (2) hour minimum rental is required on weekdays if available.



Amenities / Additional Permitting:

	YES	NO
Will admission be charged?	<input type="checkbox"/>	<input type="checkbox"/>
Will food or merchandise be sold?	<input type="checkbox"/>	<input type="checkbox"/>
Will malt beverages be sold?	<input type="checkbox"/>	<input type="checkbox"/>
Will malt beverages be consumed?	<input type="checkbox"/>	<input type="checkbox"/>
Will donations be solicited?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a sporting event?	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	Event Surcharges	Add to Base Rental Fee	Security Deposit
<input type="checkbox"/>	Cover Charge or Tickets Sold	\$60	N/A
<input type="checkbox"/>	Special Usage Fee (Alcohol)	\$50 per hour	\$500 (overrides other deposits)

Policies Pertaining to Alcohol:

* Consumption of malt beverages at all PRCS Community Centers requires the purchase of a Malt Beverage Group Consumption permit and payment of a special usage fee.

* Alcohol consumption security deposit will be required.

* Two (2) off-duty Racine Police Officers per 75 guests are required at any event where alcohol is present. Off-duty Racine Police Officers may be required at any events at the discretion of the Community Center Supervisor. Names of police officers and telephone numbers must be submitted one week prior to the event. The payment of the cost of providing off-duty Racine Police Officers is the responsibility of the renter.

☐ Off-Duty Racine Police Officers Required

Rental Agreement:

In consideration of the mutual covenants herein agreed to, sponsoring agency or private group hereby agrees to indemnify and hold harmless the City of Racine, its departments, officers, agents, and employees for any costs, damages, expenses or liability for personal injuries, death, or property damage arising out of the sponsoring agency or private group's use of the Community Center.

* The Community Center is **not** responsible for lost or stolen articles.

* Due to unforeseen circumstances, cancellation by Community Center may occur up to 24 hours prior to scheduled activity.

* Sponsoring agency or private group agrees to provide an adequate number of chaperones.

* Sponsoring agency or private group agrees to pay security deposit fee by MasterCard, Visa, cash, money order, or check no later than 7 days prior to event; deposit fee will be returned to payee via check within one month after the event has concluded provided the rented area is clean and undamaged.

* **Private rentals are allowed to bring in food or use Community Center kitchens to warm up food, but frying or deep frying of food inside or out of the building is not allowed at any time. Noncompliance may result in forfeiture of rental deposit or cancellation of event.**

* **Sponsoring agency or private group must provide the required number of off-duty Racine Police Officers as applicable.**

* **Sponsoring agency or private group assumes responsibility for any and all damages done to the center and/or to its contents as well as for any and all center equipment that may come up missing during the time of rental.**

Renter's Signature: _____ Date: _____

Center Supervisor's Signature: _____ Date: _____

OFFICE USE ONLY

Rental Fee: _____ x _____ #Hrs (4 min): _____ = Base Rental Fee: _____

Special Usage Fee: _____ x _____ # Hrs (4 min): _____ = Special Usage Fee: _____

Cover Charge or Tickets Sold Surcharge: _____ Late Fee: _____

Deposit: _____

Rct #: _____ Staff Initials: _____ Date: _____

TOTAL DUE: _____