

Lower Level Community Center Agreement

Name: _____ Phone #'s _____

Address: _____ City, State, Zip: _____

Event: _____ # Of Attending _____

Date of Event _____ Time _____ To _____

Because the facility must be checked daily by staff prior to a rental, the room will not be available until 9AM on the date of the event.....**No early admittance to the facility.**

	Resident	Non-Resident	
Rental fee:	\$200.00	\$275.00	Date Paid: _____
Deposit:	\$200.00	\$200.00	Receipt # _____
Liquor Fee:	\$ 35.00	\$ 35.00	Check #/Cash _____
Total Paid	\$435.00	\$510.00	Event waived by _____

All checks made payable to **TRI-TOWNSHIP PARK DISTRICT**.

Keys must be picked up at least 1-2 days prior to the rental by contacting Park Office at 667-6887.

LOCK ALL DOORS PRIOR TO LEAVING FACILITY.

ALL TRI-TOWNSHIP PARK DISTRICT ORDINANCES AND THE FOLLOWING COMMUNITY CENTER RULES SHALL BE OBEYED. FAILURE TO OBEY WILL RESULT IN FORFEITURE OF YOUR DEPOSIT; FOR MAJOR DAMAGES, YOU WILL BE BILLED FOR RESTORATION IN ADDITION TO FORFEITURE OF YOUR DEPOSIT.

1. Rice, confetti, glitter (stars, hearts, etc.) or birdseed shall not be used on the premises, either inside or outside of the building.
2. Any use of the Community Center other than what is stated on the contract.
3. No alcoholic beverages without a liquor permit.
4. NO SMOKING! The Community Center is a SMOKE FREE building.
5. Any and all Damages to equipment or the Facilities.
6. All activities must conclude by midnight.
7. No use of smoke machines
8. All removal of Center's decorations must be pre-approved and decorations must be replaced in exact location before leaving .
9. Front door must be locked when exiting the building after the event.
10. Chairs and tables from lower level cannot be taken upstairs without prior approval. If granted, the same number of tables and chairs must be restored to lower level.
11. There should be no interference with upper level renter. They have their own set of rights and responsibilities. Consideration should be extended to their event also. Please be courteous.
12. There should be no pets in the building except service dogs for visually handicapped persons.
13. No incense burning allowed in building
14. Key must be returned to Park Office, the cleaning check list must be completed & verified by the park office before a refund can be issued.

15. Extension cords must be furnished by renter. Do not re-arrange extension cords currently in use by the center.

Renter Signature

Date

Park Office Staff Signature

Date

In Case of Emergency Phone: 618-920-2100

Major issues contact Troy Police Department at 667-6731

Additional Details _____

The above list of prices, rules and regulations, and agreement was approved by the Tri-Township Park Board of Commissioners.

Revised 1-1-2012