



Clyde L. Gracey Community Center

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FOR OFFICE USE ONLY

Date of Application: _____
 Total Amount: \$ _____
 Receipt #: _____

Clyde L. Gracey Community Center - Room Rental Application

THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE PARKS DIRECTOR OR AUTHORIZED DESIGNEE.

SECTION 1 – APPLICANT INFORMATION * MUST BE 18 OR OLDER *

_____	_____	_____
Business/Organization Name	Date of Activity	Time of Reservation
_____	_____	_____
Name of Applicant/Contact Person	Room/s Reserved	Type of Activity
_____	_____	_____
Mailing Address	City/State/Zip	
_____	_____	
Email Address	Phone #	

SECTION 2 – FEES

FEES LISTED ARE FOR NORMAL OPERATING HOURS: MONDAY – FRIDAY 8:00 A.M. – 8:00 P.M. CLOSED SAT & SUN. FOR USE BEYOND NORMAL OPERATING HOURS, A CHARGE OF \$25.00 PER HOUR WILL BE ASSESSED IN ADDITION TO FEES BELOW.

Non-Profit/Schools/Government Fees

- Gymnasium - First 5 Hours: \$150
 - Each Additional Hour: \$40
- Gracey Room A - First 2 Hours: \$25
 - Each Additional Hour: \$15
- Gracey Room B - First 2 Hours: \$25
 - Each Additional Hour: \$15
- Meeting Room C - First 2 Hours: \$25
 - Each Additional Hour: \$15
- Conference Room - \$10 Per Hour
- Gracey Multi-purpose Room A & B - First 2 Hours: \$50
 - Each Additional Hour: \$15
- Kitchen (NO USE OF EQUIPMENT) - First 2 Hours: \$25
 - Each Additional Hour: \$15
- Kitchen (USE OF EQUIPMENT – MUST BE PREQUALIFIED BY CITY OF MILTON – USE OF UTENSILS NOT INCLUDED)
 - First 2 Hours: \$50
 - Each Additional Hour: \$15
- Entire Facility (except office area) - First 5 Hours: \$1,000
 - Each Additional Hour: \$100
- PA System Rental: \$40
- Projector & Screen (100”) Rental: \$40

Commercial/Business/Individual Fees

- Gymnasium - First 5 Hours: \$250
 - Each Additional Hour: \$50
- Gracey Room A - First 2 Hours: \$60
 - Each Additional Hour: \$20
- Gracey Room B - First 2 Hours: \$60
 - Each Additional Hour: \$20
- Meeting Room C - First 2 Hours: \$50
 - Each Additional Hour: \$15
- Conference Room – First 2 Hours: \$25
 - Each Additional Hour: \$10
- Gracey Multi-purpose Room A & B - First 2 Hours: \$100
 - Each Additional Hour: \$25
- Kitchen (NO USE OF EQUIPMENT) - First 2 Hours: \$60
 - Each Additional Hour: \$20
- Kitchen (USE OF EQUIPMENT – MUST BE PREQUALIFIED BY CITY OF MILTON – USE OF UTENSILS NOT INCLUDED)
 - First 2 Hours: \$100
 - Each Additional Hour: \$25
- Entire Facility (except office area) - First 5 Hours: \$1,200
 - Each Additional Hour: \$125
- PA System Rental: \$50
- Projector & Screen (100”) Rental: \$50

SECTION 3 – POLICIES & PROCEDURES

1. RENTAL FEES ARE NON-REFUNDABLE, except in the case of a declared emergency. All reservations are subject to cancellation when the facility is used as an evacuation shelter.
2. Pursuant to Ordinance #1010, “No Alcoholic beverages shall be permitted or consumed within city Parks”
3. The City of Milton shall accept reservations for facility use from any group or individual on a first come, first serve basis.
4. The City of Milton reserves the right to reject any request for reservation that could be determined to be unlawful, immoral, discriminatory, in conflict with other scheduled/anticipated activities or of a nature not suited to participation/observation by minor aged children.
5. Reservations are not complete until payment is made in FULL to the City of Milton & is approved by the Parks Director or authorized designee.
6. Facility rentals will be charged for all hours that the reservation renders the facility unavailable for use by others; this includes event preparation/break-down & clean-up.
7. Event preparation, break-down & clean-up shall be the exclusive responsibility of the reserving party unless approved by the Parks Director at the time the reservation is made.
8. Clean-up will include removing all items and decorations brought into the Clyde L. Gracey Community Center, wiping off tables & disposing of all trash.
9. Reservations for events that exceed normal hours of operation (Monday – Friday 8 a.m. – 8 p.m. Closed Saturday & Sunday.) must be approved by the Parks Director 14 days in advance. Exceptions can be made by the Parks Director.
10. In addition to the hourly rental rates, an additional hourly premium (\$25/hour) will be assessed for each hour or fraction thereof that an event extends beyond normal hours of operation (Monday – Friday 8 a.m. – 8 p.m. Closed Saturday & Sunday.).
11. All reservation requests shall include a listing of all required ancillary equipment (tables, chairs, etc.). Ancillary equipment is available on a first come, first serve basis. All additional equipment not available at the Community Center shall be the sole responsibility of the reserving party.
12. All events are subject to re-location to equally suitable space within the Milton Community Center.
13. No food and/or drinks can be sold at the Clyde L. Gracey Community Center. City of Milton reserves the rights of the community center concession stand.
14. A post-event inspection will be conducted by a Parks Dept. designee at the conclusion of the event. The presence of the reserving party is requested. Damage to the facility and/or equipment, non-approved use of the facility supplies and excessive janitorial needs will be documented during the inspection and acknowledged by the reserving party & the department designee. The reserving party/organization shall be responsible for the actual cost of repairs, replenishment of supplies and/or janitorial services document in the report. No further reservations will be accepted from the reserving party until the charges are paid in full. The Parks Director shall determine and document the costs associated with any repair, replenishment and/or excess janitorial items noted on the post-event inspection report. A post-event bill will be mailed to contact listed on application.

SECTION 4 – ROOM SETUP

*** RESERVATION REQUESTS INCLUDE TABLE/S & CHAIR/S SETUP ***

(15) 58" Round Tables, (6) 96" Rectangle Tables, (105) Straight Chairs & (150) Folding Chairs (# of items available may vary)

ADDITIONAL EQUIPMENT BROUGHT INTO FACILITY MUST BE REMOVED WITHIN 24 HOURS OF EVENT OR INCUR A \$30 DAILY STORAGE FEE

DATE OF ACTIVITY: _____ TIME OF RESERVATION: _____ PA SYSTEM Yes No

STRAIGHT CHAIRS _____ # FOLDING CHAIRS _____ # ROUND TABLES _____ # RECTANGLE TABLES _____

GRACEY ROOM A/B ROOM SETUP:

Side B

Side A

GYM SETUP:

Yes No

BLEACHERS PULLED OUT?

Side Near Kitchen

Side Near Entrance

By signing below, I certify I have read, understand and agree to the content in this application. I agree to follow all policies/ procedures and to the best of my knowledge have provided true and accurate information.

Signature of Applicant

Date

Parks Employee: _____ Date Entered into Calendar: _____ Parks Director/Designee: _____ Date: _____

Employee Setting Up Reservation: _____ Employee Working Reservation: _____