



Decatur Parks & Recreation

# City of Decatur Facility Rental Application

(Please print all information)

Facility requested \_\_\_\_\_ Date requested \_\_\_\_\_

Name of organization \_\_\_\_\_

Time to open doors: From \_\_\_\_\_ To \_\_\_\_\_ Time of the event: From \_\_\_\_\_ To \_\_\_\_\_

How many people? Adults \_\_\_\_\_ Teens \_\_\_\_\_ Children \_\_\_\_\_

Has this group previously used this facility? \_\_\_\_\_ If so, when? \_\_\_\_\_

Will you be charging a fee? \_\_\_\_\_ If so how much? \_\_\_\_\_

Rooms to be used: \_\_\_\_\_

Equipment required. Be specific: \_\_\_\_\_

Describe the activity or purpose for which the facility is to be used. Be specific: \_\_\_\_\_

The above named organization and the adult(s) whose signatures is (are) affixed hereto assume full responsibilities for all property and fixtures at the aforementioned facility. Any and all damages occurring during the time used by the above organization (or by the signer below) will be paid to the extent that the facility will be placed in the same order as it was just prior to the above group's usage.

Person in Charge: \_\_\_\_\_ Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Signature of Person in Charge \_\_\_\_\_ Date signed \_\_\_\_\_

**Please return to facility you are requesting the rental for or FAX to 256-341-4939**

Facility rental is charged beginning with the requested opening time and ends at the time of closing. Any portion of an hour shall be charged as a full hour. All payments are to be made payable to Decatur Parks and Recreation in advance.

_____	Gymnasium	\$110 for the first two hours (two hour minimum). \$35 for each additional hour.
_____	Gymnasium	\$240 for the first two hours (two hour minimum). \$100 for each additional hour.
		<i>Price if group renting is charging an entry fee</i>
_____	Meeting Room	\$70 for the first two hours (two hour minimum). \$25 for each additional hour.
_____	Kitchen	\$10 per hour
_____	Tables	\$3 per table
_____	Chairs	\$10 per fifty chairs
_____	Damage Deposit	\$150

Pool Rental (Aquadome and Carrie Matthews)

People:

1-30	\$140 for the first two hours (two hour minimum). \$ 50 for each additional hour.
31-60	\$180 for the first two hours (two hour minimum). \$ 70 for each additional hour.
61-80	\$220 for the first two hours (two hour minimum). \$ 90 for each additional hour.
81-100	\$260 for the first two hours (two hour minimum). \$110 for each additional hour.
101-120	\$300 for the first two hours (two hour minimum). \$130 for each additional hour.
121-140	\$340 for the first two hours (two hour minimum). \$150 for each additional hour.

The number of people is based on the number in the pool area which includes:  
locker rooms, snack area, pool deck, pool patio and in the pool

**Please Note: An additional fee of \$20 per hour will be charged for events after normal facility hours.**

Supervisor comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scheduled workers for rental \_\_\_\_\_

Center approval by \_\_\_\_\_ Date \_\_\_\_\_

Department approval by \_\_\_\_\_ Date \_\_\_\_\_

Total rental fee due \_\_\_\_\_ Payment due by \_\_\_\_\_

Payment received on \_\_\_\_\_ Receipt number \_\_\_\_\_ Payment received by \_\_\_\_\_

Complimentary use approved by \_\_\_\_\_ Date \_\_\_\_\_

Explanation for complimentary use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_