



DECATUR PARKS & RECREATION

FACILITY RENTAL FORM

(Please print all information)

Date Revised 04/05/11

FACILITY TO BE USED _____ DATE TO BE USED _____

NAME OF ORGANIZATION _____

TIME TO OPEN DOORS: _____ TO _____ TIME OF EVENT: _____ TO _____

How many people? Adults _____ Teens _____ Children _____

Has this group used this facility previously? _____ When? _____

Will you be charging a fee? _____ How much? _____

Rooms to be used: _____

Equipment required. Be specific _____

Describe the activity or purpose for which facility is to be used. Be specific _____

The above named organization and the adult (or adults) whose signature(s) is (are) affixed hereto assumes 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 using it.

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 Rent 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 2 hrs (2 hour minimum) \$35 each additional hour
_____ Gymnasium \$240 for the first 2 hrs (2 hour minimum) \$100 each additional hour
Price if group renting is charging an entry fee.

_____ Meeting Room \$70 for the first 2 hrs (2 hour minimum) \$15 each additional hour
_____ Kitchen \$10 per hour
_____ Tables \$3 per table
_____ Chairs \$10 per 50 chairs
_____ Damage Deposit \$150

Pool Rental (Aquadome and Carrie Matthews)

_____ 1-30 people \$140 for the first 2 hours (2 hour minimum) \$50 each additional hour
_____ 31-60 people \$180 for the first 2 hours (2 hour minimum) \$70 each additional hour
_____ 61-80 people \$220 for the first 2 hours (2 hour minimum) \$90 each additional hour
_____ 81-100 people \$260 for the first 2 hours (2 hour minimum) \$110 each additional hour
_____ 101-120 people \$300 for the first 2 hours (2 hour minimum) \$130 each additional hour
_____ 121-140 people \$340 for the first 2 hours (2 hour minimum) \$150 each additional hour

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

Supervisor Comments: _____

Scheduled Worker(s) 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: _____
