

Name: _____
 Address: _____
 Phone: _____
 Email: _____

Event Date: _____
 Rental Hours: _____
 Cleaning Hour: _____
 Attendees: _____

FACILITY RENTALS/RATE SCHEDULE WORK SHEET

	<u>Days</u>	<u>Time</u>	<u>Min/Maximum Hours</u>	<u>Rates</u>	<u>Work Sheet</u>	<u>Rental Time</u>
<u>COMMUNITY CENTER</u>						
Private Rental Rates/Group 1	Monday – Friday	8am – 10pm	3 hour minimum rental	\$210.	_____	_____
	Saturday	8am – 12am	6 hour minimum rental	420.	_____	_____
	Sunday	8am – 8 pm	3 hour minimum rental	210.	_____	_____
	Hourly Rate		Each additional hour	70.	_____	_____
Non-Profit/Fundraising Rates/Group 2	Monday – Friday	8am – 10pm	3 hour minimum rental	\$180.	_____	_____
	Saturday	8am – 12am	6 hour minimum rental	360.	_____	_____
	Sunday	8am – 8pm	3 hour minimum rental	180.	_____	_____
	Hourly Rate		Each additional hour	60.	_____	_____
Meeting/Recreation Rates/Group 3	Monday – Friday	8am – 10pm	3 hour minimum rental	\$120.	_____	_____
	Saturday	8am – 12am	6 hour minimum rental	240.	_____	_____
	Sunday	8am - 8pm	3 hour minimum rental	120.	_____	_____
	Hourly Rate		Each additional hour	40.	_____	_____
<u>RECREATION MEETING ROOM</u>						
Private Rental Rates/Group 1	Monday – Friday	8am – 10pm	3 hour minimum rental	\$150.	_____	_____
	Saturday	8am – 12am	4 hour minimum rental	200.	_____	_____
	Sunday	8am - 8pm	3 hour minimum rental	150.	_____	_____
	Hourly Rate		Each additional hour	50.	_____	_____
Non-Profit/Fundraising Rates/Group 2	Monday – Friday	8am – 10pm	3 hour minimum rental	\$120.	_____	_____
	Saturday	8am – 12am	4 hour minimum rental	160.	_____	_____
	Sunday	8am - 8pm	3 hour minimum rental	120.	_____	_____
	Hourly Rate		Each additional hour	40.	_____	_____
Meeting/Recreation Rates/Group 3	Monday – Friday	8am – 10pm	3 hour minimum rental	\$75.	_____	_____
	Saturday	8am – 12am	4 hour minimum rental	100.	_____	_____
	Sunday	8am – 8pm	3 hour minimum rental	75.	_____	_____
	Hourly Rate		Each additional hour	25.	_____	_____
				Sub Total	\$	_____

GYMS - Capehart/Ridgepoint/Pacific

Capehart & Pacific Gyms	Monday – Friday Saturday & Sunday Hourly Rate	8am – 10pm 8am – 10pm	2 hour minimum rental hour minimum rental Each additional hour	\$ 80. 120. 40.
Ridgepoint Gym	Monday – Friday Saturday & Sunday Hourly Rate	8am – 10pm 8am – 10pm	2 hour minimum rental 3 hour minimum rental Each additional hour	\$ 70 105. 35.
			Sub Total	\$ _____

ADDITIONAL FEES AND CHARGES

- Refundable Security Deposit: Provided all conditions have been met (Groups 1 & 2) \$500.
- Private Party Cleaning Fee 225.
- Cleaning Fee (Renter Cleans) times one additional hour based on the hourly rental rate TBA
- Table/chair set up/take down fee 40.a
- Alcohol use fee (if sold or served) 25.a
- Non-Resident fee 50.a
- Crab Fee (extra dumpster fee) 75.a
- Second building monitor (groups of **MORE** than 150) 15.b
- 1 Security Guard required (groups 150 or **LESS**, **AND** alcohol is served or sold) 40.b
- 2 Security Guards required (groups of **MORE** than 150 **AND** alcohol is sold or served)) 80.b
- Liability Insurance (groups of **MORE** than 150, alcohol, birthday or graduation parties) TBA or Home Owners Cert.
- Liability Insurance Administrative Processing Fee 25.a

a = flat rate	Sub Total	\$ _____
b = per hour	Sub Total	\$ _____
	TOTAL	\$ _____

Due to Secure Reservation :

Deposit \$ _____

50% of remaining fees \$ _____ (if more than 30 days until event). Remaining fees of \$ _____ Due on: _____

TODAY's Payment \$ _____