



\$100 for 2 Hour Booking

- **Rental Play Area Room only**

Please initial the line on top of each section on the line upon reviewing and agreeing to the terms below.

- Cost of Initial Room Rental is \$100 and must be paid at time of booking event
- \$125 for Full use of Facility (Play Area, Common Area, Dance Hall)
- \$25 for additional Hour
- Cancellations must be made at least 72 hours from date of event
- Any cancellations made within 72 hours of party date will result in forfeiture of fee
- It is the responsibility of the Reserver to clean up after the party or be subject to charges of up to \$25 an hour cleaning fees
- MAX number of children at the party is 12
- Tables and Chairs are in the room FREE of Charge

N/A **Food and Beverages**

- No outside food or beverages may be brought into the facility.
- Additional pizza or food may be purchased before the event or during the event.

Event Times

7 5 u and is subject to availability

Property, Liability, Damages and Conduct

- Neither the Community Center, nor the Air Force, is liable for any loss or damages to merchandise, equipment, or articles left in any facility prior to or following any event
- The customer will be held accountable for any losses, damages to the room or fixtures belonging to the Community Center
- The customer is ultimately responsible for the conduct and behavior of event attendees
- The Community Center staff reserve the right to end services to any customer(s) that are not conducting themselves in an appropriate manner.
- There is a no tolerance policy in affect for any abusive or offensive behavior before, during or after the event. Proper authorities will be notified if necessary.

Decorations

- Please **NO** nailing, tacking or taping to the walls, ceiling or another part of the room without approval
- The customer is financially responsible for any damages to the room resulting from misuse of decorations
- **NO** sprinkles, glitter or confetti may be used or you will be charged a cleaning fee
- Staff will assist you in coordinating your decorations in accordance with the fire and safety codes
- If providing gift bags or party favors, please distribute them towards the end of the event
- Please coordinate the set-up and breakdown in your allotted 3 hours

I have read each item above and fully understood all terms, conditions, and responsibilities of this rental agreement and agree to comply with all of the above. Failure to adhere to these policies, will result in additional charges, and/ or loss of the privilege of renting the facilities.

Print Name: _____

Signature: _____ **Date:** _____

Accepted by Staff Member: _____

Entered into Calendar (Initials): _____ **Staff Member Working:** _____

Play Area	\$100.00
Additional Time (\$25 per hour)	\$
Full use of Facility (\$125 for the Play, Common, Dance)	\$
General Cleaning Fee (\$25 per hour)	\$
Pizza Pepperoni \$13.75 Cheese \$10.25	\$ na
Total	\$
(-) Fee Paid	\$
Balance Due	\$



Start Date: _____
Amount Paid: _____
Receipt Number: _____

Cleaning Checklist:

Play Area/ Cafe:

- _____ 1. Carpets and floors are free of crumbs, stains and generally well cleaned.
- _____ 2. TV is off and unplugged.
- _____ 3. All eating areas are wiped down and cleaned.
- _____ 4. All trash has been collected and removed from facility.
- _____ 5. All tables, chairs and other furniture have been returned to their original location
- _____ 6. All food brought in by the customer has been removed.

Common Area:

- _____ 1. Equipment is wiped down and clean.
 - a. All equipment and furniture returned to their original locations.
- _____ 2. All games, DVD's, etc are returned to their rightful places, and
 - a. None are missing, broken or scratched.
- _____ 3. All electronics are turned completely off.
- _____ 4. Carpets and floors are free of crumbs, stains and generally well cleaned.
- _____ 5. All furniture has been returned to their original location.
- _____ 6. TV is off and unplugged. Piano is closed, pool table is covered.

Art/ Dance Room:

- _____ 1. No supplies have been utilized in these rooms. Only space is allowed to be utilized.
- _____ 2. Furniture is returned to its rightful location.
- _____ 3. Floor and area are cleaned, free of crumbs and trash.

Facility As a Whole:

- _____ 1. All trash has been collected and removed from the facility.
- _____ 2. All doors are closed, and locked.
- _____ 3. All windows are closed and locked.