

GLENEAGLES VILLAGE RECREATION CENTER "THE CLUB"
RENTAL REQUEST APPLICATION

Date is not reserved until application and deposit are received and approved by
The Gleneagles Village Recreation Committee

TODAY'S DATE: _____

Gleneagles Village Resident Applicant Name

Address _____

Phone _____

Gleneagles Village Resident Applicant Alternate

Address _____

Phone _____

DATE NEEDED: _____

Start Time:

End Time:

TYPE OF ACTIVITY _____

EXPECTED ATTENDANCE _____

125 MAX.

Please check:

- Liquor use: YES _____ NO _____
- Food use: YES _____ NO _____
- Entertainment YES _____ NO _____

If "YES", what kind: _____

APPLICANT'S SIGNATURE AND DATE:

ISSUED BY (STAFF SIGNATURE & DATE):

The following equipment is requested (please state the number you will need):

Chairs _____ 6' Tables _____ 8' Tables _____

Round Tables _____ Square Tables _____

NOTE:

- 6' Tables accommodate about 6 people
- 8' Tables accommodate about 8 people
- Round Tables accommodate about 8 people
- Square Tables accommodate 4 people

**PLEASE READ THE RENTAL RULES FOR
DETAILED RENTAL USE OF THE CLUB**

OF SPECIAL NOTE: "The Club" is for rent by Gleneagles Village residents only on a space-available basis for recreational use.

Resident Applicant **MUST** set-up, takedown, & clean room & all equipment under Club Staff supervision.

**RESIDENT APPLICANT /ALTERNATE MUST
BE PRESENT AT ALL TIMES DURING THE
RENTAL EVENT.**

Charges:

- \$100.00 per hour – outside organizations rentals
 - \$50.00 per hour – personal rentals (family, friends) under 50 people attending.
 - \$50.00 per hour + \$15 per staff person per hour –personal rentals (family, friends) **over 50 people** attending
 - \$500.00 refundable deposit with application.
- If room is left undamaged and clean, deposit will be returned.

FOR OFFICE USE ONLY (Date Received) _____

APPLICATION DEPOSIT: _____

Received by: _____

RENTAL CHARGE: _____

(Amount, Date & Receipt #): _____

Received by: _____