



1013 N. LONG DRIVE
 SYRACUSE IN 46567
 574-457-3440

Community Center Reservation Form

Proof of Residency is needed to reserve at Resident rate

Date of Activity: _____ Time of Rental: _____ A.M./P.M.

Event must end by 11:00 p.m.

all people, decorations, and personal property must be removed by 12:00 a.m.

NAME of Group: _____

NAME of Contact Person: _____ Phone #: _____

Mailing Address: _____

Please read all the information, complete this form, sign it, and RETURN IT with a check made out to “**Syracuse Park Department**” at least 2 weeks prior to your reservation date.

Room		Charge
_____ <u>Kiwanis</u> (75 max. occupancy)	Resident	\$ 125
	Non Resident	\$ 150
_____ <u>Celebration Hall</u> (95 max. occupancy)	Resident	\$ 175
	Non-Resident	\$ 200
_____ <u>Gymnasium</u> (200 max. occupancy)	Resident	\$ 400
	Non Resident	\$ 500
_____ Other Rooms	Resident	\$ 125
	Non-Resident	\$ 130

Basketball Court Rental: _____ (x) \$30/Hour= _____

Business Meeting Room Rate: _____ (x) \$30/Hour = _____
 (During the hours of 8:00 a.m. to 5:00 p.m. Monday – Friday.)

Security Deposits (*a security deposit is required to make and hold a reservation*)

Kiwanis, Celebration Hall, other rooms \$50 _____ Gymnasium \$150 _____

COMMUNITY CENTER RULES AND POLICIES

1. Facilities must be left in good condition; if carelessness or vandalism is involved, the renter may be billed for damages at the discretion of the Park Department Superintendent.
2. The security deposit will be refunded after the Syracuse Parks & Recreation Department Superintendent has an opportunity to inspect the room at the conclusion of the event. It is the responsibility of the renter to ensure that the facility is left clean after the conclusion of the event. If the facility is NOT left in good condition the Syracuse Parks & Recreation Department will retain the security deposit to pay for additional staff required to clean facility. Security deposit will be refunded if reservations are canceled (60) days prior to the date of the reservation.
3. **All rentals must end by 11:00 p.m. All persons, decorations and personal property must be removed by 12:00 a.m.**
4. Use of Alcohol will not be permitted in the Community Center without the prior consent of the Syracuse Community Center and Park Department.
5. No pets are allowed in the Community Center.
6. Amplification of sound is not allowed without special permit. The community center is not equipped with 220v outlets.
7. Advertisements inviting the public to attend a function is not allowed without special permission.
8. Fliers and handouts are not to be distributed without special permission.
9. Decorations may not be tacked or nailed to any room in the community center. (Tape or string may be used.) Decorations and equipment are not to be left in the community center at the completion of your event.
10. Banners and posters may not be posted without special permission.
11. Tobacco products or illegal drugs not permitted in the Syracuse Community Center.

WAIVER OF LIABILITY

The undersigned, in attending and using the facilities and equipment in the Syracuse Community Center, The Town of Syracuse and The Syracuse Park Department, located at 1013 N. Long Dr. Syracuse, IN hereby acknowledge that they do so at their own risk. The Syracuse Community Center, the Town of Syracuse and The Syracuse Park Department shall not be held liable for any damages arising from personal injuries or property damage sustained in, on or about the premises of the Syracuse Community Center, The Town of Syracuse and The Syracuse Park Department and fully and forever releases and discharges the Syracuse Community Center, The Town of Syracuse, and the Syracuse Park Department and all associated officers, directors, employees, officials and agents from any and all claims, demands, rights of action, or causes of action, present or future, whether the same be known, unknown, anticipated or unanticipated, resulting from or arising out of the undersigned's use or intended use of the facilities and equipment of the Syracuse Community Center, The Town of Syracuse and the Syracuse Park Department.

The above park rules and waiver of liability are understood and agreed to by the individual group requesting use of the above facilities:

Printed Name: _____

Date: _____

Signature: _____

Rental Amount Due: _____	Deposit Amount Due: _____
Date Rental Paid: _____	Date Deposit Paid: _____
Rental Receipt Number: _____	Deposit Receipt Number: _____
Received By: _____	Received By: _____