



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

Community Center Reservation Form

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

**Rental hours are 8:00AM-11:00PM from Monday-Saturday and 12:00PM-5:00PM on Sunday.
 Rentals will be allotted one hour to clean up at the conclusion of the event.**

Event Name: _____ Estimated Attendance: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ E-Mail: _____

Will alcohol be served at your event? *Yes ___ No ___

*If yes, an additional permit must be completed.

Room		Rate
_____ <u>Kiwanis</u> (50 max. occupancy)	Resident	\$ 125
	Non Resident	\$ 150
	Security Deposit	\$ 150
_____ <u>Celebration Hall</u> (95 max. occupancy)	Resident	\$ 175
	Non-Resident	\$ 200
	Security Deposit	\$ 150
_____ <u>Gymnasium</u> (200 max. occupancy)	Resident	\$ 400
	Non Resident	\$ 500
	Security Deposit	\$ 500

Business Meeting Room Rate: _____ hours (x) \$25/hr. = _____

*Birthday Party Rate: _____ hours (x) \$25/hr. = _____

*Applies only to the Kiwanis Room during open hours from Monday-Saturday

Rental fees must be paid in full at least 2 weeks prior to the reservation date. **Rental fees include a 4.5% transaction charge that is non-refundable.**

COMMUNITY CENTER RULES AND POLICIES

1. The security deposit will be refunded after the Parks Superintendent has had 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 Department will retain the security deposit to pay for additional staff required to clean facility.
2. The rental fees will be refunded if reservations are canceled at least sixty (60) days prior to the date of the reservation.
3. 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 Syracuse Parks Department Superintendent.
4. **All rentals must end by 11:00 p.m from Monday-Saturday and 5:00PM on Sunday. Rentals will be given one hour to clean up at the conclusion of the event.**
5. Consumption of alcohol will not be permitted in the Syracuse Community Center without the prior consent of the Syracuse Park Department.
6. No pets are allowed in the Syracuse Community Center.
7. Smoke and fog machines are not allowed in the Syracuse Community Center.
8. Amplification of sound is not allowed without special permit. The community center is not equipped with 220v outlets.
9. Advertisements inviting the public to attend a function are not allowed without permission.
10. Fliers and handouts are not to be distributed without permission.
11. Decorations may not be tacked or nailed to any room in the Syracuse Community Center, but tape or string may be used. Decorations and equipment are not to be left in the community center at the completion of your event.
12. Banners and posters may not be posted without permission.
13. 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, damages, 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 rules and waiver of liability are understood and agreed to by the individual group requesting use of the above facilities:

Printed Name: _____

Signature: _____

Date: _____

OFFICE USE ONLY			
Rental Amount Due:	_____	Deposit Amount Due:	_____
Date Rental Paid:	_____	Date Deposit Paid:	_____
Receipt Number:	_____	Receipt Number:	_____
Staff:	_____	Staff:	_____