1013 N. LONG DRIVE
SYRACUSE, IN 46567
574-457-3440
PARKOFFICE@SYRACUSEIN.GOV

Community Center Reservation Form

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

Rental hours are 8:00 AM – 11:00 PM from Monday-Saturday. Monday-Saturday Rentals will be allotted one hour to clean up after the event. Sunday rentals are from 12:00 PM – 5:00 PM only including setup and clean up.

Event Name: _____ Estimated Attendance: _____

Contact Person(s): _____

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 with The Indiana Alcohol and Tobacco Commission.**
Alcohol will only be allowed for rentals in Celebration Hall or the Kiwanis Room.

	Room		**Rate**
_____	Kiwanis Room	Resident	$ 125
	(50 max. occupancy)	Non-Resident	$ 150
		Security Deposit	$ 150
_____	Celebration Hall	Resident	$ 175
	(80 max. occupancy)	Non-Resident	$ 200
		Security Deposit	$ 150
_____	Gymnasium	Resident	$ 400
	(200 max. occupancy)	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
**Room comes as is and deposit will still be collected
Rental fees must be paid in full at least 2 weeks prior to the reservation date. **Rental fees include a 10% transaction charge that is non-refundable.**

COMMUNITY CENTER RULES AND POLICIES

1. It is the responsibility of the renter to ensure that the facility is left clean after 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. **If the facility is left in good condition, the security deposit will be refunded within 30-60 days in the form of a check mailed to the address provided on this form.**
2. The rental fees will be refunded if reservations are canceled at least sixty (60) days prior to the date of the reservation minus 10% transaction fee.
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 PM from Monday-Saturday. Rentals will be given one hour to clean up after the event. **Sunday rentals are from 12:00 PM – 5:00 PM only including setup and clean up.**
5. **If alcohol is being served at the event, an Alcohol Permit must be completed with the Indiana Alcohol and Tobacco Commission. Rentals serving alcohol must have either a uniformed officer approved by the Syracuse Police Department on duty, or the alcohol must be served by a caterer with an alcohol catering permit issued pursuant to Indiana Sate Code 7.1-39.5-1 Seq. Alcohol may be served for rentals in Celebration Hall or the Kiwanis Room only. Violation of this policy will result in the police being called, the rental being shut down and the security deposit being held.**
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 after the event.
12. Pictures and furniture may not be removed.
13. Banners and posters may not be posted without permission.
14. 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: _____