

COMMUNITY CENTER BOOKING SHEET

Effective 10/01/10

COMMUNITY CENTER LOCATION _____ Alice Keith Park Center _____ Central Park Center
_____ North End Center _____ Rogers Park Center

CONTACT INFORMATION

NAME OF PERSON WHO WILL SIGN CONTRACTS _____
NAME OF ORGANIZATION (*if applicable*) _____
DAYTIME PHONE # _____ ALTERNATE PHONE # _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____

EVENT INFORMATION

DAY & DATE TO BE USED _____
TYPE OF EVENT _____ # PERSONS ATTENDING _____
TIME OF EVENT _____

RENTAL INFORMATION

Alice Keith, Central & Rogers Parks \$75.00 each hour / \$150.00 minimum / \$75.00 each additional hour
North End \$65.00 each hour / \$130.00 minimum / \$65.00 each additional hour

MATINEE RENTAL HOURS
8:00 a.m. - 5:00 p.m.

EVENING RENTAL HOURS
7:00 p.m. - 12:00 a.m.

ALL PAYMENTS MUST BE MADE WITH CASH ONLY.

Matinee to Evening Crossover: 4 hour minimum

You are given 30 minutes before & after the event for setup and clean up time free of charge.

Tables & chairs are provided at each building free of charge.
\$25.00 additional fee for setup and breakdown of furniture.

Please check if table setup is requested.

All community center buildings hold up to 200 persons maximum.