

**Spring Lake Recreation Facility  
Rental Agreement Permit**



**Multipurpose Community Center**

<b>Resident/Members</b>	<b>Non-Resident/Non-Members</b>
<u>Multi-Purpose Room/Classroom</u>	<u>Multipurpose Room/Classroom</u>
1.) Cash Deposit \$200/\$40 hourly	1.) Cash Deposit \$400/\$100 hourly
<u>Gymnasium</u>	<u>Gymnasium</u>
2.) Cash Deposit \$300/\$80 hourly	2.) Cash Deposit \$600/\$160 hourly

**Mendoza Park**

- 1) One shelter - \$50 daily
- 2) One ball field (day time use) - \$100 daily
- 3) One ball field (night time use) - \$50 hourly for light usage

**Hours of Operation:**

Multipurpose Community Center  
Monday through Friday 7 AM – 9 PM; Saturday 10 AM – 6 PM  
(Rentals may exceed to 10 PM on Saturdays for an additional \$20 per hour)

Mendoza Park and All Neighborhood Parks  
Monday through Sunday, daylight hours only except for program lighted areas (ball fields or tennis courts)

\*For events with an anticipated attendance of 150 or more, or an event that is advertised to the public, a Town of Spring Lake Special Events Permit is required.

1. Name of Organization \_\_\_\_\_

2. Contact Person \_\_\_\_\_

Telephone Number of Contact \_\_\_\_\_ Alternate Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

3. Area Requested (please check one)

A) \_\_\_\_\_ Gymnasium (cap 150) B) \_\_\_\_\_ Multipurpose Room (cap 75)

C) \_\_\_\_\_ Mendoza – Ball Field D) \_\_\_\_\_ Mendoza – Shelter

E) \_\_\_\_\_ Other (please specify)

4. Date Requested \_\_\_\_/\_\_\_\_/\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

(Rental fees include your decoration time and clean-up time in the building)

5. Is your organization a 501-3 C non-profit? If yes, please provide your Federal Tax ID # \_\_\_\_\_

6. List all equipment, supplies, machines, props or other devices that will be used as part of your event. Please be very detailed as failure to mention items may result in your party not being able to use them or withholding your deposit. In addition, give a detailed description of your event to include a description of the layout for the room you will be using, your expectations from staff and any other information that you feel will be important to your event and to the Community Center staff. *All fire/emergency exists can not be blocked when setting up your layout.* (Attach layout and equipment info separately).

### Rental Conditions

1. Under no circumstances will the maximum occupancy be violated (refer to opposite page, Rental Information #3a, and #3b).
2. Rental deposits are cash only. Pre-payment is required for all rentals and includes payment of start time to ending time of specific area rented which includes any decoration/clean-up, cash or check is acceptable. Deposit/Pre-Payment of rental fees must be prepaid upon rental contract signing before reservation is reserved. We do not reserve rooms without prepayments of deposit, rental fee and contract. For functions of more than 100, a minimum of two weeks notice is required. Cancellation of your event within two weeks prior to your event date will result a loss of 1/2 of your deposit.
3. Recreation staff members are on duty to supervise your function, not to assist in set up or clean up. You are responsible for set up/clean-up of all equipment for your rental and putting all items back in their original place.
4. Possession of alcohol and/or any illegal substances is prohibited on town property. This would include any areas inside or outside to include all perimeters of the facility.
5. Possession of any weapons, legal or otherwise, is prohibited.
6. Selling of any type of merchandise, tickets, materials or services is not permitted.
7. Your rental is for your designated area only. You will need to keep your function/guests in the reserved area only. Failure to follow this instruction may result in the loss of your deposit. No unsupervised guests in the building to include children and adults.
8. Your deposit will be refunded if you meet the following conditions:
  - a) All areas of usage are left clean
  - b) No damages have occurred during your rental time
  - c) No equipment or supplies are missing.
  - d) All tables and chairs are returned neatly to storage closet without scuff marks to walls and floors.
  - e) Final payment has been finalized and cleared. Note: for checks, there is a 30 day grace period for reimbursement of your deposit and 2 weeks for cash payments. Payments will be mailed to the contact person on the contract.
9. **Absolutely no taping/tacking anything to walls, glass or floors of the center.**
10. **Rental times for the Community Center will not exceed 9pm on weekdays/ 10 PM on weekends (additional fee of \$20 per hour required from 6 PM – 10 PM on Saturdays).**

I/we \_\_\_\_\_ have read and understand the conditions of this rental agreement. I understand that any violation of these conditions will be cause for an immediate revoke of this agreement. I further understand that by signing this statement that I am fully responsible for any damages (minor and other) that may occur during the time of my rental. I will tell the staff member on duty when I have arrived in the facility and when my rental is complete. I understand that my rental area will be inspected prior to my departure from the facility.

**Signature of Responsible Individual:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_  
**Signature of Recreation Department:** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

Receipt # \_\_\_\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_ Staff initial \_\_\_\_\_ Deposit \$ \_\_\_\_\_ Pre-Payment\$ \_\_\_\_\_