



Carpenter Center Facility Rental Form

RENTER INFORMATION

Name: _____

Organization (if applicable): _____

Phone: _____

Email: _____

RENTAL SELECTION

Gymnasium — \$50/hr Kitchen — \$50/hr Community Room — \$45/hr
Softball Field — \$50/hr (no lights) / \$60/hr (with lights)

EVENT DETAILS

Event Name: _____

Event Description: _____

Date: _____

Start Time: _____

End Time: _____

Total Hours: _____

Estimated Attendance: _____

BOOKING POLICY (INITIAL EACH)

_____ Rentals must be booked at least 7 days in advance

_____ After-hours rentals require 7–14 days notice preferred

_____ Deposit required to hold any date

_____ Same-week bookings subject to approval

_____ Minimum rental time is 2 hours for all facility spaces

_____ Rentals under 2 hours may be approved at staff discretion and are subject to availability

AFTER-HOURS POLICY (INITIAL EACH)

_____ After-hours rentals include +\$15/hour additional fee

_____ Staff is required for all after-hours rentals

_____ Rental must end at scheduled time

_____ Overtime will be charged additional hourly rate

ADD-ONS: Tables and chairs included in facility rentals, only a charge for offsite tables and chairs

Tables — \$8 each (Qty: _____) Chairs — \$2 each (Qty: _____) Event Package (Tables + Chairs) — \$50 flat

PAYMENT SUMMARY

Hourly Rate: \$_____

Hours: _____

After-Hours Fee (+\$15/hr if applicable): _____

Add-Ons Total: _____

Subtotal: _____

Deposit: _____

TOTAL DUE: _____

DEPOSIT POLICY

- Deposit required to reserve date
- Deposit is NON-refundable

- Deposit applied toward total balance
- No deposit = no reservation held

FACILITY RULES(Initial Each)

_____ Renter is responsible for cleanup _____ Damages will be charged to renter
_____ Facility must be left in original condition _____ Rental must end at scheduled
time

AGREEMENT

I agree to all facility rules, pricing, and policies listed above.

Signature: _____ Date:
