

COMMUNITY CENTER & POOL RESERVATION FORM

Renter to fill in green box completely. Reservation is complete ONLY upon Confirmation.			Revised 8/16
Reservations made in advance and in person at City Hall. City Hall office hours are M - F, 9 am - 4 pm (excluding holidays). For the Community Center, a refundable, cash deposit must be paid at time of reservation; rental fee must be paid at key pick up. For Pool, fees must be paid in cash with Reservation. Reservation will be confirmed within two (2) business days following payment of deposit. Read RULES FOR USE carefully. Key must be returned to Meadows Place City Hall the first business day following rental (drop box okay over weekends). Building Capacity: 165 per Fire Marshall.			
FAILURE TO FOLLOW ALL RULES WILL RESULT IN FORFEITURE OF DEPOSIT			
Deposit/Rental Fees	Resident	Non-Resident	
Community Center No alcohol	\$275 Rental Fee (paid at time of key pick up) \$200 Cash Deposit (refundable, paid with reservation)	\$450 Rental Fee (paid at time of key pick up) \$375 Cash Deposit (refundable, paid with reservation)	
Community Center With alcohol	\$375 Rental Fee (paid at time of key pick up) \$300 Cash Deposit (refundable, paid with reservation)	\$550 Rental Fee (paid at time of key pick up) \$475 Cash Deposit (refundable, paid with reservation)	
Pool - Private Rental (After public hours, 3 hours)	\$350 Cash Rental Fee (paid with reservation, no deposit required)	\$525 Cash Rental Fee (paid with reservation, no deposit required)	
Ice Maker/Cooler Rental	\$25	\$25	
Rental Time must include set up & clean up; building/pool MUST BE VACATED by end of rental period.			
Print Name:	Cell:	Other Phone:	
Address, City, State:			
Email:			
Event Date:	Rental Time:	am/pm UNTIL	am/pm
Type of Function:		Number of People Attending:	
I, _____ (print name), VERIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND CORRECT AND THAT I HAVE RECEIVED AND READ A COPY OF THE RENTAL POLICIES (RULES & REGULATIONS) FOR USE OF THE City of Meadows Place Community Center and/or Pool AND FURTHERMORE AGREE TO ABIDE BY THEM. I FURTHER AGREE TO BE PRESENT DURING THE TIME I HAVE RESERVED. I UNDERSTAND THAT THE City of Meadows Place SHALL NOT BE RESPONSIBLE FOR LOSS OF PROPERTY OR PERSONAL INJURY SUSTAINED BY USERS OF THE COMMUNITY CENTER AND TO THE PERSON AND PROPERTY OF ALL USERS AND SPECTATORS.			
SIGNATURE:		DATE & TIME:	
Office Use Only	Date↓		Renter's Initial↓
1 Cash Deposit		Copy of DL Received	Rules Received
2 Rental Fee		Cash/Money Order/Credit Card Auth #	
3 Key Pick Up		Key Color/#	Key Received
4 Key Return		Key Color/#	
5 Deposit Return		Cash Only	Deposit Refunded
Confirmation:			
Pool Staff Notification:			
Post Rental Inspection:		OKAY TO REFUND DEPOSIT	DO NOT REFUND DEPOSIT - see attached