



Springdale Parks & Recreation Springdale Community Center Facility Reservation Form

Date of Rental _____ Time: Begin _____ End _____

RENTER INFORMATION - must be a Springdale Community Ctr. member or City of Springdale employee

Name of Organization _____

Contact Person _____ Address _____

Home Phone _____ Cell Phone _____ e-mail _____

Proposed Usage _____ Est. Attendance _____

IF A SPECIAL SET-UP IS REQUIRED, PLEASE DRAW A DIAGRAM ON THE BACK OF THIS FORM

RENTAL AREA

Indoor Facilities

- Arts & Crafts (seats 24)
- Meeting Room D (seats 6)
- Aux. Gymnasium (seats 300)
- Studio (cap. 60 – no seating)

Springdale Rooms

- Adults Only*
- I (seats 16)
 - II (seats 17)

Clubrooms

- A (seats 30)
- B (seats 30)
- C (seats 30)

Auxiliary Facilities

- Kitchen
- Range
- Refrigerator
- Walk-in Cooler

Supplies/Equipment Needed

- Ice
- TV/VCR/DVD

RENTAL AGREEMENT - RENTER MUST BE PRESENT FOR THE ENTIRE EVENT!

I understand that this rental agreement is only for the above marked area(s) and does not permit my guests to utilize any other portion of the facility. I further understand that I am responsible for any and all damages that may result from the usage of the facility or any extensive cleaning that must be done as a result of my event. **I have read and understand the Springdale Community Center Facility Rental Information and agree to abide by all facility rental policies contained therein.** Springdale Parks & Recreation reserves the right to make any necessary adjustments to my event, including refusal to approve, if it is not in alignment with the policies and mission of the department, or if previous rentals by me or my organization have violated policies set forth by the City of Springdale. My event is not official and publicity may not begin until after the facility rental agreement has been approved.

Patron Signature _____

Date _____

Office Use Only

Person Receiving Application _____

Date _____

Cost \$ _____ Amount Paid \$ _____ Item No. _____

Date _____

Approved by _____

Date _____