

EVENT DATE: _____ TIME: _____ ROOM/S: _____

CITY OF ALLEN PARK COMMUNITY CENTER
15800 WHITE STREET
313-928-0770
ROOM & GYM RENTAL APPLICATION

NAME: (Please Print) _____

ADDRESS: _____

CITY: _____ **ZIP:** _____

PHONE #: _____ **E-MAIL:** _____

KITCHEN USE: YES _____ NO _____

(OFFICE USE ONLY)

Rate: _____ **Total:** _____

Date of Deposit: _____ **Deposit Amount:** _____

Balance Due: _____ **Date Balance Received:** _____

\$100 Security and Clean-up Deposit **Received** _____ **Returned** _____

OFFICE EQUIPMENT & TABLE FEE: _____

FUNCTION: _____ **# IN ATTENDANCE:** _____

GROUP/ORGANIZATION: _____

SET-UP: _____

THE ALLEN PARK COMMUNITY CENTER IS AN ALCOHOL FREE & NON-SMOKING ENVIRONMENT. A RENTAL DEPOSIT OF \$25 PER ROOM IS REQUIRED AT THE TIME THE CONTRACT IS SIGNED & SUBMITTED. REFUNDS FOR CANCELLATIONS WILL ONLY BE ISSUED WHEN CANCELLATION IS MADE AT LEAST **30 DAYS** PRIOR TO RENTAL. **BALANCE DUE 14 DAYS PRIOR TO YOUR EVENT WITH CASH OR A CHECK (MADE OUT TO THE CITY OF ALLEN PARK).....SEPARATE CASH ONLY \$100 SECURITY & CLEAN-UP DEPOSIT REQUIRED WITH BALANCE.**

YOU MUST BE 18 YEARS OF AGE TO RENT A ROOM. IF YOU RENT THE GYMNASIUM YOUR RENTAL IS ONLY FOR THE BASKETBALL AREA – **NOT THE GYMNASTICS AREA**. PRIOR APPROVAL IS REQUIRED BEFORE ANY MATERIALS OR DECORATIONS CAN BE AFFIXED TO THE WALLS, DOORS OR TABLES & CHAIRS. GYM RENTAL INCLUDES 1 SCORING TABLE. ADDITIONAL TABLES MAY BE RENTED AT \$2.50 EACH OR \$3.50 PER DOUBLE CAFETERIA TABLE. **NO FOOD OR BEVERAGE MAY BE SOLD IN THE APCC WITHOUT THE WRITTEN AUTHORITY OF THE DIRECTOR**

SIGNATURE OF APPLICANT

DATE

APCC Representative

DATE

YOU MAY NOT ACCESS YOUR RENTAL EARLY. YOU MUST PAY FOR ALL TIME USED INCLUDING SET-UP AND CLEAN-UP. PLEASE INITIAL

ROOM & GYM RENTAL RATES

ALL ROOMS ARE FOR A 3 HOUR BLOCK **(INCLUDING SET-UP AND CLEAN-UP)** WITH ADDITIONAL TIME AVAILABLE BY THE HOUR. ALSO, A FLAT FEE OF \$100 FOR USE OF THE KITCHEN FOR 3 HOURS AND \$25 FOR EACH ADDITIONAL HOUR. ONLY 1 RENTER MAY USE THE KITCHEN AND MUST HAVE RENTED ROOM D.

WEEKDAYS (MONDAY – THURSDAY) ROOMS A, B, OR C (HOLDS 35 PEOPLE)

1 ROOM - \$90	ADDITIONAL HOURS \$25 EACH HOUR
2 ROOMS - \$160	ADDITIONAL HOURS \$30 EACH HOUR
3 ROOMS - \$225	ADDITIONAL HOURS \$35 EACH HOUR

WEEKEND (FRIDAY – SUNDAY) ROOMS A, B, OR C (HOLDS 35 PEOPLE)

1 ROOM - \$125	ADDITIONAL HOURS \$35 EACH HOUR
2 ROOMS - \$175	ADDITIONAL HOURS \$40 EACH HOUR
3 ROOMS - \$250	ADDITIONAL HOURS \$50 EACH HOUR

WEEKDAYS (MONDAY – THURSDAY) ROOMS D, E, F, & G (HOLDS 25 PEOPLE)

1 ROOM - \$75	ADDITIONAL HOURS \$25 EACH HOUR
2 ROOMS - \$125	ADDITIONAL HOURS \$30 EACH HOUR
3 ROOMS - \$175	ADDITIONAL HOURS \$35 EACH HOUR
4 ROOMS - \$225	ADDITIONAL HOURS \$40 EACH HOUR

WEEKEND (FRIDAY – SUNDAY) ROOMS D, E, F & G (HOLDS 25 PEOPLE)

1 ROOM - \$100	ADDITIONAL HOURS \$35 EACH HOUR
2 ROOMS - \$175	ADDITIONAL HOURS \$40 EACH HOUR
3 ROOMS - \$250	ADDITIONAL HOURS \$50 EACH HOUR
4 ROOMS - \$320	ADDITIONAL HOURS \$60 EACH HOUR

ALLEN PARK CIVIC, FRATERNAL AND ATHLETIC ORGANIZATIONS MAY RESERVE WEEKDAY RATES AT A 20% DISCOUNT. NO DISCOUNT AVAILABLE ON WEEKENDS. NO DISCOUNT IS AVAILABLE TO POLITICAL ORGANIZATIONS.

GYM RENTAL RATES—For Clock & Scoreboard add \$10 per hour

WEEKDAY (MONDAY – FRIDAY) 8:30 – 5:00

REGULAR RATE - \$40 PER HOUR
MULTI-WEEK CONTRACT RATE - \$30 PER HOUR
SCHEDULED GAMES - \$55 PER HOUR

ALL OTHER TIMES

REGULAR RATE - \$50 PER HOUR
MULTI-WEEK CONTRACT RATE – \$40 PER HOUR
SCHEDULED GAMES - \$65 PER HOUR

NON-ATHLETIC USE OF THE GYMNASIUM REQUIRES WRITTEN AUTHORIZATION OF THE DIRECTOR