

# Savoy Recreation Center Facility Rental Application

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Date(s) of rental desired: \_\_\_\_\_

Time of rental: \_\_\_\_\_ (start time) - \_\_\_\_\_ (end time)  
(please include time needed to set-up/decorate and tear down when determining times)

Expected number of attendees \_\_\_\_\_ Will alcohol be served? (catered events *only*) \_\_\_\_\_

Name of caterer \_\_\_\_\_ Phone: \_\_\_\_\_

## **Facilities Requested:**

\_\_\_ Gymnasium    \_\_\_ 1/2 Gym    \_\_\_ Activity Room    \_\_\_ Conference Room

\_\_\_ Pavilion \_\_\_\_\_    \_\_\_ Softball Field \_\_\_\_\_    \_\_\_ Tennis Court \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

## **Please initial each:**

\_\_\_ *I have read and received a copy of the Savoy Recreation Center Reservation Policies.*

\_\_\_ *I understand that the full deposit payment is due at time of rental acceptance. The remaining rental fees for any event is due in full no later than 14 days prior to event. I understand that the deposit will only be returned if the facility is left in acceptable condition after my event.*

\_\_\_ *I understand that there is no alcohol allowed in Village of Savoy Parks, and at the Recreation Center only if provided through a licensed caterer.*

\_\_\_ *I understand that any revisions made to this agreement (with the exception of adding more time) will result in a \$25 fee for reprocessing.*

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

## **This space for Recreation Center Staff Only:**

RENTAL FEE(S): \_\_\_\_\_ due date: \_\_\_\_\_ paid on: \_\_\_\_\_

DEPOSIT FEE: \_\_\_\_\_ paid on: \_\_\_\_\_ check # \_\_\_\_\_

Approval of Front Desk Coordinator or Center Director: \_\_\_\_\_

Date Accepted: \_\_\_\_\_ Permit #: \_\_\_\_\_