

Staff Use Only: Permit: _____ Date of Use: _____
 Time of Use (include set-up and take-down): From _____ AM/PM to _____ AM/PM
 Last Name, First Name _____ Phone Number _____
 Deposit \$ _____ Date: _____ FOP _____ Fee \$ _____ Date: _____ FOP _____

Facility Rental Application – CRC Party Rooms

1. I, _____, request permission to use the following facility
 (check all that apply):

	Up to 8 Patrons	9 – 16 Patrons	17 – 24 Patrons	25 – 32 Patrons
Rental Plus Includes a day pass for each attendee	\$70/per 2 hours \$60 Deposit <input type="radio"/>	\$100/per 2 hours \$80 Deposit <input type="radio"/>	\$130/per 2 hours \$110 Deposit <input type="radio"/>	\$160/per 2 hours \$130 Deposit <input type="radio"/>
PARTY ROOM Requested (based on availability)	Party Room A <input type="radio"/>	Party Room B <input type="radio"/>	Party Room All (Additional charges may apply) <input type="radio"/>	Monday-Friday Call for availability Saturday 12p-2p 3p-5p Sunday 1p-3p Please circle one

Current open swim hours for youth is Monday – Friday 7 am – 11 am and 1 pm – 8 pm; Saturday 8 am – 10 am and 12 pm – 5 pm; Sunday 1 pm – 4 pm.

2. Day/Date requested _____ Arrival Time _____ Leave Time _____

3. The purpose of this use will be: _____
 (Meeting, Reception, Party, Fundraiser, etc.)

4. Anticipated attendance: ADULTS _____ YOUTHS (under 18) _____ TOTAL _____

5. What time will guests arrive? _____ What time will guests leave? _____

6. Equipment or services requested (Contingent upon availability. Please check all that apply):

of chairs _____ # of tables _____

7. Will there be decorations? _____ If yes, explain: _____
Anything hanging from the walls must be hung with blue painter's tape.

8. Will there be amplified sound? _____ If yes, explain: _____

9. Will there be food at the event? _____ If yes, explain: _____
 (Certificate of Insurance with endorsement may apply)

Initial _____ I understand that in case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. Likewise, certain **areas and/or amenities may be forced to close** with little or no notice due to mechanical, chemical, or environmental issues (including lightning). Refund requests will be assessed on a case by case basis in these situations.

Initial _____ I understand that submittal of this application does not guarantee a reservation. Only after all documents have been received and all required payments are made will a reservation be confirmed.

Initial _____ I understand that the City may allow usage in the room(s) directly adjacent to the room(s) listed on the permit. The City will make reasonable attempts to keep bleed over noise to a minimum but the walls between each room are sound barriers not sound proof.

Initial _____ I have received, read and understand the information contained in this document. No confetti or confetti like products are allowed in the rooms. Additional required cleaning will be deducted from your deposit on file.

Initial _____ I understand that my reservation includes set-up and clean-up times of ½ hour prior to and ½ hour post my event. Party Room(s) must be cleaned and cleared by your appointed time to avoid any conflicts with the next reservation.

Initial _____ If a cancellation occurs, the renter will be subject to deposits being withheld from the original rental price as listed below:

Cancellations made 30 days in advance or more:	0%
Cancellations made 30 days or less:	10%
Cancellations made 14 days or less:	30%

A charge of 10% of the total reservation fee will be applied to all rescheduled reservations

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during, or be caused in any way by, such use or occupancy of the facilities of the City of Cottonwood and/or Recreation Section. The applicant further agrees that in consideration of being permitted to use the facilities, he/she will save and hold harmless the City of Cottonwood and/or its employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant of any damages/loss sustained by the grounds, building, furniture or equipment, or unusual clean-up required through the occupancy of said facilities by the applicant. I am aware that liability insurance may be required in certain situations, naming the City of Cottonwood as Additional Insured.

_____	_____	_____
Date Completed	Please Print Name	Signature
_____	_____	_____
Number and Street	City	State Zip
_____	_____	_____
Driver's License #	Date of Birth	E-mail
_____	_____	_____
Name of Alternate Contact Person for Event	_____	Phone
_____	_____	_____
City Staff Signature	City Staff Printed Name	Date

Cottonwood Recreation Center currently accepts payment in the form of cash, DiscoverCard, Visa, Master Card, and local checks made out to the City of Cottonwood. No out-of-state personal checks will be accepted. This form is subject to change without notice.

Copy to RC _____

Copy to Aquatics _____

Day & Date of Event _____

Time (including set-up) _____

Name of Party Contact: _____

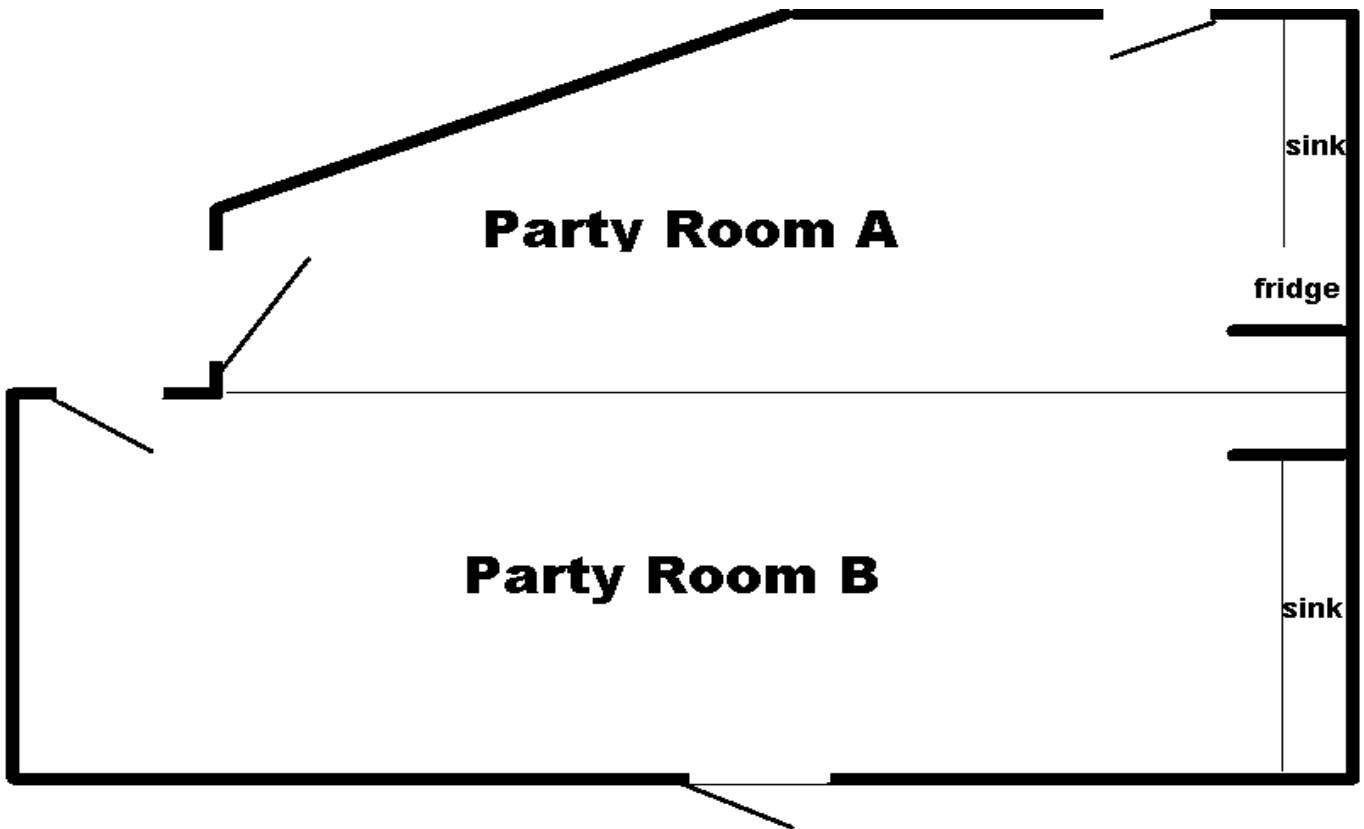
Rooms Requested: PR A ____ PR B ____ PR A & B ____

Party Room Rental Type: Rental Plus

#of people attending: _____

of chairs needed: ____ # of tables needed: ____

Cleaning Supplies are located under the sink of each room





Date of Party:

Party Room Guest List For:		
Guest Name	Guest Name	Parent's Attending

Please turn in your guest list to the front desk on the day of your party.