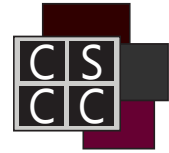


# CENTRAL SQUARE COMMUNITY CENTER ROOM RENTAL APPLICATION



Dates: \_\_\_\_\_  
\_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Approx. Group Size: \_\_\_\_\_

**FACILITY REQUESTING:**

- Centennial Room North       Centennial Room South  
 Activity Room A       Activity Room B       Activity Room C

**ROOM FEES: (tax included)**

Centennial Room	Res. \$19.28/hr per side (north or south)	_____	Amount Due
	Non Res. \$32.14/hr per side (north or south)	_____	Amount Due
Activity Room	Res. \$16.07/hr per section (A, B, C)	_____	Amount Due
	Non Res. \$21.43/hr per section (A, B, C)	_____	Amount Due

**USER AGREES TO OBSERVE AND COMPLY WITH THE FOLLOWING RULES AND REGULATIONS**

1. The CSCC Room hours Mon.-Fri. 7:00-9:00 pm; Sat. 8:00-6:00 pm; Sun. Noon-6:00 pm
2. Reservations, postponement and cancellations are coordinated through the Parks and Recreation office located at Central Square Community Center, 651-366-6200. The following order is used in establishing reservation priority for the room. 1st Priority – School/City Functions. 2nd Priority – Civic Functions/Organizations
3. Use agreements are non-transferable.
4. Users are responsible for cleaning up after their activity and restoring furniture and equipment back to its original condition. (If room requires cleaning or repair of damages, user will be billed.)
5. Smoking is not permitted anywhere in Central Square Community Center.
6. The Centennial Room has the following equipment for use: tables, chairs, white board, full kitchen, audio visual equipment.

**We agree to abide by the Central Square Community Center usage policy printed above.**

\_\_\_\_\_  
Signature-Person Responsible

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSCC Staff

\_\_\_\_\_  
Fee     Cash     Check     Charge