



Decatur Parks & Recreation

City of Decatur Facility Rental Application

(Please print all information)

Facility requested _____ Date requested _____

Name of organization _____

Time to open doors: From _____ To _____ Time of the event: From _____ To _____

How many people? Adults _____ Teens _____ Children _____

Has this group previously used this facility? _____ If so, when? _____

Will you be charging a fee? _____ If so how much? _____

Rooms to be used: _____

Equipment required. Be specific: _____

Describe the activity or purpose for which the facility is to be used. Be specific: _____

The above named organization and the adult(s) whose signatures is (are) affixed hereto assume full responsibilities for all property and fixtures at the aforementioned facility. Any and all damages occurring during the time used by the above organization (or by the signer below) will be paid to the extent that the facility will be placed in the same order as it was just prior to the above group's usage.

Person in Charge: _____ Email Address _____

Mailing Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Signature of Person in Charge _____ Date signed _____

Please return to facility you are requesting the rental for or FAX to 256-341-4939

Facility rental is charged beginning with the requested opening time and ends at the time of closing. Any portion of an hour shall be charged as a full hour. All payments are to be made payable to Decatur Parks and Recreation in advance.

_____ Gymnasium	\$110 for the first two hours (two hour minimum). \$35 for each additional hour.
_____ Gymnasium	\$240 for the first two hours (two hour minimum). \$100 for each additional hour.
	<i>Price if group renting is charging an entry fee</i>
_____ Meeting Room	\$70 for the first two hours (two hour minimum). \$25 for each additional hour.
_____ Kitchen	\$10 per hour
_____ Tables	\$3 per table
_____ Chairs	\$10 per fifty chairs
_____ Damage Deposit	\$150

Pool Rental (Aquadome and Carrie Matthews)

People:

1-30	\$140 for the first two hours (two hour minimum). \$ 50 for each additional hour.
31-60	\$180 for the first two hours (two hour minimum). \$ 70 for each additional hour.
61-80	\$220 for the first two hours (two hour minimum). \$ 90 for each additional hour.
81-100	\$260 for the first two hours (two hour minimum). \$110 for each additional hour.
101-120	\$300 for the first two hours (two hour minimum). \$130 for each additional hour.
121-140	\$340 for the first two hours (two hour minimum). \$150 for each additional hour.

The number of people is based on the number in the pool area which includes:
locker rooms, snack area, pool deck, pool patio and in the pool

Please Note: An additional fee of \$20 per hour will be charged for events after normal facility hours.

Supervisor comments _____

Scheduled workers for rental _____

Center approval by _____ Date _____

Department approval by _____ Date _____

Total rental fee due _____ Payment due by _____

Payment received on _____ Receipt number _____ Payment received by _____

Complimentary use approved by _____ Date _____

Explanation for complimentary use: _____

