

# COMMUNITY CENTER BUILDING UTILIZATION FORM

1. NAME OF PARTY OR ORGANIZATION \_\_\_\_\_

1. ADDRESS \_\_\_\_\_

1. PHONE NUMBER \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

1. ROOM REQUEST: **Circle one** ROOM 9 GYM ROOM 10 TOWN GREEN

DAY/DATE \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_

EXPECTED ATTENDANCE \_\_\_\_\_

5. ROOM SET-UP \_\_\_\_\_ TABLES \_\_\_\_\_ CHAIRS \_\_\_\_\_ OTHER \_\_\_\_\_  
Room set-up is as is; if Recreation Staff needs to set-up room differently the fee is \$50.00

EQUIPMENT REQUESTED \_\_\_\_\_

6. RENTAL FEE \$ \_\_\_\_\_ payable \_\_\_\_ daily \_\_\_\_ weekly \_\_\_\_ monthly  
CK# \_\_\_\_\_

- Room rental is \$30.00 per two hours Gym Rental is \$60.00 per two hours
- Rentals for concerts, dance recitals and/or performances etc is \$ 250.00 per 4 hours (If approved by the Recreation Commission)
- **Make check payable to Pembroke Recreation**

7. CLEANING/ SECURITY FEE \$25.00.....CK # \_\_\_\_\_

- Cleaning/Security fee is non-refundable for rentals over 50 or more people
- **Make check payable to Pembroke Recreation**

7. TOWN GREEN: Use of the Town Green must be approved by both the Town Administrator and the Recreation Director. If the Building needs to be open for any Town Green use, that is not within the

Maintenance person's regular hours then the party/organization is responsible for paying the maintenance person directly (\$15.00 per hour).

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SIGNATURE

DATE

RECREATION DIRECTOR \_\_\_\_\_

DATE \_\_\_\_\_

# COMMUNITY CENTER BIRTHDAY PARTY

NAME OF PARTY OR ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

ROOMS AVAILABLE: ROOM 9 AND THE GYM Refreshments must be served in room 9

DAY/DATE \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_

EXPECTED ATTENDANCE \_\_\_\_\_

ROOM SET-UP \_\_\_\_\_ TABLES \_\_\_\_\_ CHAIRS  
Room set-up is as is; if Recreation Staff needs to set-up room differently the fee is \$50.00

EQUIPMENT REQUESTED \_\_\_\_\_

RENTAL FEE: **\$65.00** (2 Hrs) CK# \_\_\_\_\_ Each additional hour \$35.00  
**Make check payable to Pembroke Recreation**

CLEANING/ SECURITY FEE \$25.00.....CK # \_\_\_\_\_  
• Cleaning/Security fee is non-refundable for rentals over 30 people  
• **Make check payable to Pembroke Recreation**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RECREATION DIRECTOR

\_\_\_\_\_  
DATE

***Community Center  
Birthday Parties***

THINGS YOU NEED TO KNOW:

<b>FEES:</b> GYM & ROOM 9 HOURS)	2 HOURS	\$65.00 (MINIMUM 2
HOUR		\$35.00 EACH ADDITIONAL
<b>CLEANING/SECURITY:</b>		\$25.00

Fees must be paid in two separate checks, payable to Pembroke Recreation

**RULES & REGULATIONS:**

A Building Utilization form must be completed and signed. All payments are required at the time of reservation

The Cleaning/Security fee is refundable provided that the function is under 30 people, the gym and room #9 are left in the condition that they were prior to the party and that the trash is taken out to the dumpster.

The Recreation Department's gym equipment may be used. Equipment must be listed and arrangements must be made at the time of reservations are completed. The Equipment will be left in the gym for the party and it must be returned to the same spot. The equipment must be left in the condition in which it was found. Cost of replacement of any equipment damage done to the facility will be the responsibility of the person renting the space.

We do not have staff, at this time, to instruct any activities for birthday parties. Participants may decorate room #9. Please us FUN TAC or similar material, rather than tape.

No Food or Beverages are allowed in the gym.

There is no refrigerator available

Children must be supervised at all times. No children may be allowed in the gym alone.

No pets or animals are allowed in the building

An individual must be a minimum of 21 years old to rent the facility.

**I, the undersigned, have read and understand the Pembroke Recreation's rules and regulations pertaining to birthday parties. I agree to hold harmless the Recreation Commission, any of its representatives, the Town of Pembroke, and any volunteers for any injuries, which might occur during the function. In addition, I agree to assume all financial liability and replacement responsibility for any damages, which occur to the facility or the equipment.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**