

Catskill Community Center - Space Rental Application

Responsible Person: _____

Organization (if any): _____

Phone number: _____ (cell) _____ (office)

Address: _____

Purpose of Rental: _____

Room(s): _____

Availability and Rental Rates:

Gallery room: tables and chairs plus private restroom

Annex: tables and chairs plus small side room; restrooms available in the hallway

Youth Center: upstairs area available by special arrangement only; not available after 2:00 p.m.

During regular office hours, 11:00 a.m. to 4:00 p.m. Monday through Friday (except holidays): rate per room is \$50 for up to 2.5 hours; \$100 for up to 5 hours. Payment due in advance; first-come first-served; your room rental will not be scheduled until payment is received.

Outside regular office hours (by special arrangement only), before 11:00 a.m. or after 4:00 p.m. Monday through Friday and on holidays: Base rate per room of \$50, plus \$25/hour inclusive of all rooms (one or more) for each hour (or partial hour) outside of office hours. The additional \$25/hour covers the Community Center's cost for staff time and utilities. **Please note:** room rentals are **only** available outside regular office hours **if** staff are available to open the Center. Rooms in the Youth Center area are not available after 2:00 p.m.

Date(s) of Rental: _____

Arrival Time: _____ Departure Time: _____

Indicate each room to be rented: ___ Gallery ___ Annex ___ Other: _____

Charge:

\$ _____ (base rate x number of rooms used)
plus number of hours outside regular office hours _____ at \$25/hour = \$ _____

Total cost of rental: \$ _____ plus refundable deposit: \$ _____

Date paid: _____ Payment received by: _____

Approved by Executive Director

Signature of Renter