



# Reservation Agreement

Colvin Community Center

230 Freedoms Way, Radcliff, KY 40160 (270) 351-4079

Organization: \_\_\_\_\_ Reservation Date(s): \_\_\_\_\_

Renter: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_ Rental Time: \_\_\_\_\_

**Facility Access Begins & Ends Within This Time**

Rental Availability: **Monday – Thursday: 8:30am – 10pm** **Friday – Saturday: 8:30am – 11pm** **Sunday – Closed**

<b>*Radcliff Resident*</b>	<b>*Non-Resident*</b>
<input type="checkbox"/> <b>Main Floor Large Room</b> <input type="checkbox"/> Up to 4 hours - \$175 <input type="checkbox"/> Up to 8 hours - \$300 <input type="checkbox"/> Each Add'l Hour - \$50 # _____ <input type="checkbox"/> Small Room – Add'l - \$75 <b># Tables _____ # Chairs _____</b>	<input type="checkbox"/> <b>Main Floor Large Room</b> <input type="checkbox"/> Up to 4 hours - \$250 <input type="checkbox"/> Up to 8 hours - \$400 <input type="checkbox"/> Each Add'l Hour - \$50 # _____ <input type="checkbox"/> Small Room – Add'l - \$75 <b># Tables _____ # Chairs _____</b>
<input type="checkbox"/> <b>Lower Level</b> <input type="checkbox"/> Up to 4 hours - \$175 <input type="checkbox"/> Up to 8 hours - \$300 <input type="checkbox"/> Each Add'l Hour - \$50 # _____ <input type="checkbox"/> Kitchen – Add'l \$50 <b># Tables _____ # Chairs _____</b>	<input type="checkbox"/> <b>Lower Level</b> <input type="checkbox"/> Up to 4 hours - \$250 <input type="checkbox"/> Up to 8 hours - \$400 <input type="checkbox"/> Each Add'l Hour - \$50 # _____ <input type="checkbox"/> Kitchen – Add'l \$50 <b># Tables _____ # Chairs _____</b>

**Optional Additions:**

Table Cloths - \$6 each (10 Minimum) # \_\_\_\_\_  Uplighting - \$150

**Total Payment Due:** \_\_\_\_\_

Cash / CC/ Ck#: \_\_\_\_\_

Date Paid: \_\_\_\_\_

**Cancellation Policy:**

Cancellations less than 31 days prior to rental date will receive no refund.  
 Cancellations 31 - 59 days prior to rental date will receive 50% refund.  
 Cancellations 60 days+ prior to rental date will receive 100% refund.  
 Cancellation refunds will be mailed up to 30 days after cancellation date.

**Office Use Only:**

Copy Given to Renter       Documented on Calendar       Liability Insurance

Courtesy Follow Up Call    Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ~ Reservation Policies ~

- The City reserves the right to change or cancel rental dates/times/room due to emergency need for building use.
- The City reserves the right to require liability insurance.
- For-Profit/Commercial Renters will require prior approval.
- Renter is liable for accidents or injuries sustained by renter, patrons or any persons associated with your event.
- The City assumes no responsibility of personal property lost, stolen, or damaged.
- Renter is liable and will be billed for any damages to facility or equipment sustained by renter, patrons, or any persons associated with your event.
- Colvin Community Center and Pool are smoke-free areas.
- **No alcoholic beverages allowed** – unless renter adheres to all sections of City of Radcliff’s Alcohol Policy for Colvin Community Center. Policy is available upon request.
- Colvin Community Center is decorated for the holiday season mid-November through December ~ Décor remains up for the duration of this time and as a result the Center reserves the right to accept or decline a rental during this period.

### Renter’s Responsibilities:

- ✓ Check in with staff upon arrival and check out with staff prior to departure.
- ✓ Set-up, event, and clean up must be accomplished during your scheduled rental time frame.
- ✓ Tables & chairs will be set-up and taken down by staff.
- ✓ Renter may move tables and chairs; please do not block elevator or exits.
- ✓ Podium, microphone, screen access is available upon request.
- ✓ Painters tape is allowed on walls. No duct tape, packing tape, 3m masking tape, clear plastic tape, nails, staples, screws, etc. are allowed for use on tables, walls, ceilings, or other equipment.
- ✓ Open flame is not permitted. Cake candles are an exception.
- ✓ Please report spills on carpet to staff promptly. Stains on carpet caused by renter or their party could incur additional costs for professional cleaning/repair.

**The renter is responsible for leaving the facility in a clean and useable condition to avoid being invoiced for cleaning fees. Clean-up shall include, but not limited to:**

- Wipe tables/chairs/counters/stove as needed. Spray cleanser and cloth available upon request.
- Sweep/mop/vacuum as needed.
- Dispose of all trash in the outdoor dumpster. Trash bags are provided.

**I have read and understand the City of Radcliff Parks & Recreation Department Policies and agree to accept the conditions as written. The undersigned does hereby agree to hold harmless and indemnify the City of Radcliff, from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of the actions of the undersigned in the course of facilitating an event at Colvin Community Center.**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank You For Renting With Colvin Community Center!**

