

# Municipal Complex Reservation Request



Name: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
 Address: \_\_\_\_\_ Begin Time (must include any set-up time): \_\_\_\_\_  
 \_\_\_\_\_ End Time (must include any breakdown time): \_\_\_\_\_  
 Purpose: \_\_\_\_\_ Total Time (including setup and breakdown): \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_

## FEE SCHEDULE

NON-REFUNDABLE FEES	QTY	FEE	TOTAL	PAYMENT #1 AMOUNT	PAYMENT #2 AMOUNT
Rental Rate		\$25.00/hr			
8' Rectangular Table (seats 6-8) (6 available)		\$5.00/ea			
6' Rectangular Table (seats 4-6) (8 available)		\$4.00/ea			
4' Rectangular Table (seats 2-4) (6 available)		\$3.00/ea			
Chair (molded plastic) (55 available)		\$1.25/ea			
Set-up/Breakdown & Cleaning Fee	1	\$50.00	50.00		
<b>TOTAL NON-REFUNDABLE FEES</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>

REFUNDABLE FEES	FEE	AMOUNT
Key Deposit	\$25.00	25.00
Audio/Visual	\$25.00	25.00
<b>TOTAL REFUNDABLE FEES</b>		<b>\$</b>

<i>Office use only</i>		<b><u>PAYMENTS:</u></b>		
<b><u>Key Details:</u></b>		<b><u>Non-Refundable:</u></b>	<b>Date</b>	<b>Amount</b>
Key #: _____		Payment #1	_____	
Date Key Issued: _____		Payment #2	_____	
Date Key Returned: _____		<b>Total Non-Refundable Paid in full?</b>	YES	NO
<b><u>Refunded Fees:</u></b>		<b><u>Refundable:</u></b>	<b>Date</b>	<b>Amount</b>
Date of Refund Request: _____		Payment #1	_____	
Amount of Refund: _____		Payment #2	_____	
If less than original fee paid, REASON: _____		<b>Total Refundable Paid in full?</b>	YES	NO
_____				
_____				

**Please read the rules on the reverse side and initial in the areas provided below.**

I have read, understand and agree to comply with the terms incorporated into the Municipal Complex Rental Policy.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Parks & Recreation Representative Signature Date



# Municipal Complex Reservation Request



## Municipal Complex Rental Policy:

- Rental Fee is \$25 per hour, and must be paid at the time the reservation is made.  
**Fee is non-refundable.**
- A Set-up/Breakdown & Cleaning Fee of \$50 is required and must also be paid in advance (This cleaning fee covers expected basic cleaning of the room/bathrooms after an event. It is understood that the facility should be left in the same condition after an event as it was in before the event. Individuals/groups using this facility will be held responsible for paying for any significant clean-up or repairs, and/or repair/replacement of items that may be necessary to return the facility to its pre-rental condition.) **Fee is non-refundable.**
- **\*All refunds are subject to a \$10 administrative fee.\***
- Complex key may be picked up at the Parks & Recreation office (4100 Main St.) 24 hours in advance of scheduled use.
- Complex must be locked and key should be left in the Parks and Recreation drop box after use.
- **ABSOLUTELY NO ALCOHOL IS ALLOWED IN THE MUNICIPAL COMPLEX AT ANY TIME.**  
This includes any immediate area surrounding the Municipal Complex or any events occurring related to renting the Municipal Complex.
- Use of loud, profane or indecent language on the premises is prohibited.
- Permitting any disorderly conduct, breach of peace, or lewd, immoral or improper entertainment or practice is prohibited.
- Permitting a minor person less than 21 years of age to consume alcoholic beverages on the premises is prohibited.
- Permitting the possession and/or consumption of alcoholic beverages in areas of the facility not designated for such use is prohibited.
- Municipal Complex is a smoke free facility. Persons wishing to smoke must do so outside of the building.
- Municipal Complex is not responsible for set up or breakdown of the room or furniture.
- Municipal Complex must be left in the condition in which it was found.
- Rentals can begin at 6am and must end by 11pm. **NO** rentals are permitted after 11pm. This includes set up and breakdown/cleanup time, no exceptions.
- At **NO** time is it allowed to affix anything to a painting, wall, ceiling, window, floor or any other permanent structure by means of tying, tape, glue, Velcro, nail, hook or any other means of adhesive or attachment device.
- No outside tables **OR** chairs are permitted (only the chairs and tables for rent are available).
- Per the Town of Harrisburg's Fire Department fire code full room capacity is **55** people only. Please plan your rental accordingly.

**\*All final decisions are at the discretion of the Parks & Recreation Director.\***