

**Community Learning Center
Facilities Rental Contract**

Space Needed _____ Date of Rental _____

Time _____ Number of Participants _____

Person Requesting the Facility _____

Address _____

Phone _____ Email _____

Reason for Use _____

Specific Areas of Facility to be used:

Gym _____ Multi-Purpose Room _____

Kitchen _____ Classroom (107) _____ (205) _____

Auditorium _____ Reception Room _____

Equipment needed (include amount if applicable)

Tables _____ Chairs _____ Monitor (s) _____ Auditorium Equipment _____

Basketball Courts (2) _____ Pickle Ball Court _____ Reception Room Equipment _____

Volleyball Court _____ Kitchen Equipment Needed _____

To Be Completed by a CLC Staff Member

Date of Contract _____ Authorized by _____

Total Rental Fee _____ Deposit Amount _____ Date Dpt Paid _____

Date Remainder Paid _____ Facility Rules and Regulations Signed and

attached to contract _____

Renter's initials to confirm information on this page _____