



Rental Request Form

PRIMARY CONTACT and/or ORGANIZATION

Rental is being sponsored by: Individual Business / Organization Today's Date: _____

*Contact Name:		First	Last	DOB	/	/
					M	D Y
Company / Organization: (If Applicable)						
**Address:						
Street		City			State	Zip Code
Phone	Cell:	Home:	Work:			
E-Mail:						

* Contact person must be the responsible party for the event and must be present on the day of the rental.

** FOR EVENTS SPONSORED BY INDIVIDUALS: Please provide your home address on the space above.

Is your organization a registered 501c3, non-profit? Yes No Tax-Exempt? Yes No

RENTAL INFORMATION:

Date Requested: _____ Type of event / nature of rental: _____

Time Requested: Arrival/Set-up Time: _____ Event Start Time: _____ Event End Time: _____

PLEASE NOTE: 1) Set-up and clean-up time must be included in rental time
2) All rentals must be held within building operating hours; rentals outside building hours will incur additional staff charges.

Anticipated # of People Attending: _____ Special room layout requested: Yes No
(must notify Rental Coordinator 2 weeks prior to rental)

Room / Area being requested: (room rates listed on back)

<input type="checkbox"/> Community Room 1	<input type="checkbox"/> Community Room 2	<input type="checkbox"/> Community Room 3	<input type="checkbox"/> East Arena (ice only)
<input type="checkbox"/> National Guard Room B	<input type="checkbox"/> National Guard Room C	<input type="checkbox"/> National Guard Gym	<input type="checkbox"/> West Arena / Turf
<input type="checkbox"/> Poolside Room	<input type="checkbox"/> Brightside Room	<input type="checkbox"/> Athletic <input type="checkbox"/> Event	<input type="checkbox"/> Ice <input type="checkbox"/> Turf

Additional Rental Accessories: (may be additional charges, see reverse side for pricing)

TV / DVD Screen Podium Projector Kitchen (Comm. Room 2)

Food Service:

Renter providing food at event? Yes No (If rental is for 100 people or more, a licensed caterer is required)

Renters Caterer (if over 100 people) _____

- All food and beverages for rentals of 100 or more attendees must be served by a licensed and insured provider.
- A copy of the license / insurance must be provided to the Rental Coordinator two weeks prior to the event.
- Alcohol **can only be served in the National Guard Gym**. Security is required and an additional fee of \$75 / hour will be charged for city assigned off duty police officer to provide security.

Caterer license / insurance received: Yes No

Additional Information: _____

Rental Fees: (fee list on reverse side)

- **Payment in full as well as a signed "Use Agreement" are required (at minimum) two (2) weeks prior to the rental date to secure reservation.**
- Cancellation requests received 7 days or more before rental date will be eligible for a refund minus a 15% administrative fee. No refunds will be issued for cancellations under 7 days.

Payment Information

Office Use Only

Payment Amount Received:	\$ _____	Staff Initials:	_____
Payment type:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Cash <input type="checkbox"/> Check (# _____)		
Credit Card Info:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
CC#	_____	Exp. Date	____ - ____ Security Code: _____



VETERANS MEMORIAL COMMUNITY CENTER

2021 Pricing and Capacity Information

VMCC and National Guard Rooms

All Hourly rates include tax

Room	Room Features	Resident Rate	Non-Resident Rate	Square Feet	Capacity
Community Room 1	Sink, counter, WiFi, link to Community Room 2	\$42 / hour	\$52 / hour	1,450	80 - Banquet 90 - Theater
Community Room 2	Kitchen w/serving window, WiFi, link to Community Room 1	\$42 / hour	\$52 / hour	1,134	52 - Banquet 70 - Theater
Community Room 3	Large open / square space	\$42 / hour	\$52 / hour	1,764	90 - Banquet 100 - Theater
National Guard Rooms: B & C	White board, white screen; divider to split the room	\$37 / hour	\$47 / hour	1,000	36 - Banquet 50 - Theater
Poolside Room	Pre-set tables and chairs; view of pool	\$37 / hour	\$47 / hour	1,000	Seating for 28

National Guard Gymnasium: Capacity of 300 Banquet Style (8,400 square feet)

All Hourly rates include tax

Rate Level	Rate Includes	Resident Rate	Non-Resident Rate
Athletic	Gym usage	\$69 / hour	\$79 / hour
Non-Athletic Hourly (until 8 p.m.)	Gym usage, tables/chairs set-up and take-down	\$90 / hour	\$100 / hour
Wedding Package (8 a.m.-midnight)	Tables/chairs set-up and take-down, attendant	\$900 (flat fee)	\$1300 (flat fee)

- Users with less than 100 attendees may provide their own food and beverage.
- All events with over 100 attendees are required to use a licensed caterer.
- Alcohol **can** be served in the National Guard Gym. Security is required and an additional fee of \$75 / hour will be charged for city assigned off duty police officer to provide security.

2021 Rental Fees (includes tax) through Dec. 31, 2021

Facility / Amenity	Resident Rate	Non-Resident Rate
Turf - West Arena	\$90 / hour	\$100 / hour
Fitness Studio	\$55 / hour	\$65 / hour
Cycle Room / TRX Room	\$40 / hour	\$50 / hour
Screen / Projector	\$15 flat fee	
TV / DVD	\$25 / flat fee	
Community Room 2 - Kitchen	\$25 / flat fee	
Water Park	\$250-290 per hour	
Lap Pool - Entire Pool	\$90 per hour	
Diving Well / Pool	\$90 per hour	
Swim Event	\$170.50 per hour	

Ice Rates: Oct. 1, 2020 - March 14, 2022

(Winter) October 1, 2020 - March 14, 2021					
Prime	MON - FRI	3 - 9:59 p.m.	SAT - SUN	7 a.m. - 8:59 p.m.	\$215 / hour
Non-Prime	MON - FRI	Before 3 p.m. and After 10 p.m.	SAT - SUN	Before 3 p.m. and After 10 p.m.	\$145 / hour
(Summer) March 15 - September 30, 2021					
Prime	MON - FRI	3 - 9:59 p.m.	SAT - SUN	7 a.m. - 8:59 p.m.	\$155 / hour
Non-Prime	MON - FRI	Before 3 p.m. and After 10 p.m.	SAT - SUN	Before 3 p.m. and After 10 p.m.	\$140 / hour
(Winter) October 1, 2021 - March 14, 2022					
Prime	MON - FRI	3 - 9:59 p.m.	SAT - SUN	7 a.m. - 8:59 p.m.	\$220 / hour
Non-Prime	MON - FRI	Before 3 p.m. and After 10 p.m.	SAT - SUN	Before 3 p.m. and After 10 p.m.	\$150 / hour