

BERRYVILLE COMMUNITY CENTER
 601 Dr. Spurlin Circle, Berryville, AR 72616
 Phone: (870)423-3139 Fax: (870)423-5957

GYMNASIUM RESERVATION FORM

Name: _____ Home Phone: _____
 Organization: _____ Business Phone: _____
 Address: _____ City _____ St _____

DETAILS OF EVENT

Date of Event: _____ Type of Event: _____ # Attending _____
 Set-up Time: _____ Start Time: _____ End Time: _____

Gym Reservation

	X	Fee	Total fee
Half gym during normal business hours		\$33 per hour	
Entire gym during normal business hours		\$55 per hour	
Half gym all-day activity		\$200	
Entire gym all-day activity		\$300	

Requirements

- Alcoholic beverages, tobacco, and glass containers are not allowed
- Contact person is responsible for conduct, behavior and actions of ALL participants.
- **Deposit \$100** for all events.

FOR OFFICE USE ONLY: Deposit Amount: \$ _____ Check # _____ Date _____ Initials _____ Payment Received \$ _____ Check # _____ Date _____ Initials _____ Deposit Returned \$ _____ Date _____ Initials _____ Signature for cash return: _____
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Rules and regulations for use of Berryville Community Center Gymnasium.

1. BCC closes at 8 p.m. weekdays and Saturdays and at 5 p.m. Sundays. Gymnasium events must end by 7:30 p.m., and 30 minutes will be allowed for breakdown and cleaning. Requests for ending times later than closing times must be made to the Director, so that staff can be scheduled.
2. The BCC staff reserves the right to require security services when deemed necessary. The person who reserves the facility is responsible for coordinating plans with the BCC staff, scheduling qualified security officers, and paying the officers.
3. The person responsible for the event must check in at the Front Desk before entering the reserved area to make payment and to receive a checklist of cleaning responsibilities.
4. Children must be closely supervised by a responsible adult at all times.
5. Rental fees include use of the reserved area only. Event participants who want to use other areas must check in at the Front Desk to verify their membership or purchase a \$3 day pass.
6. The presence or use of alcoholic beverages on City property, including parking lots, is *strictly* prohibited. BCC is *strictly* a tobacco-free facility. Smoking is permitted *outside* the building.
7. The utilized area must be left as clean and orderly as it was before the event started. Please follow the cleaning check list and ask for cleaning supplies at the Front Desk. Pick up the trash in the restrooms.
8. Trash containers must be emptied into the dumpster located outside the building, near the loading dock.
9. Your deposit check will be returned the business day following the event **if** all BCC rules were followed and the staff agrees that the facility was left in acceptable condition: clean and no damage to furniture, fixtures, or the building. Failure to comply with all BCC facility usage rules will result in forfeiture of your deposit and the opportunity to rent BCC facilities in the future.

Signature of person responsible for compliance

Date

I understand by signing the above, I am completely responsible for all the rules and regulations as set forth. My questions regarding use of the Berryville Community Center have been answered in full by the staff.