

RENTAL REQUEST

REV 10302023



All requests will be reviewed and approved based on the proposed event content at the discretion of Kids Can Community Center. Please complete this form for consideration. Submission of this request does NOT guarantee facility rental.

CONTACT INFORMATION

TODAY'S DATE _____ RESPONSIBLE ORGANIZATION _____

CONTACT PERSON _____ TITLE _____

PHONE: DAY _____ CELL _____ ALTERNATE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL _____

WEBSITE/SOCIAL MEDIA _____

ORGANIZATION'S MISSION _____

EVENT DETAILS

ONE-TIME EVENT or ONGOING EVENT REQUESTED DATES _____

ONGOING EVENT DAYS Sundays Mondays Tuesdays Wednesday Thursdays Fridays Saturdays

RENTAL START TIME _____ END TIME _____ EVENT START TIME _____ END TIME _____

ROOM REQUEST Gymnasium Community Room 201 Classroom(s) 202/203/204 Field (available 2024/25)

ESTIMATED ATTENDANCE _____ EVENT DESCRIPTION _____

WILL ADMISSION BE CHARGED? YES NO FOOD/BEVERAGES SERVED? YES NO

ARE YOU A 501C3 NONPROFIT? YES NO DO YOU CARRY UMBRELLA LIABILITY INSURANCE? YES NO

SPECIAL REQUESTS _____

All rental groups must sign a Hold Harmless Agreement in which the rental group assumes the risk of injury to all persons who are on Kids Can property as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises or provide a certificate of insurance naming Kids Can Community Center and its respective officers, directors, employees and agents as additional insured's.

Send completed form to jgillman@kidsan.org.

RENTAL RATES

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Room	Typical Availability (hours may vary)	Hourly Rate (non-business hours) *	Hourly Rate (business hours) *	Time restraints **	Room Capacity
Gymnasium	Weekdays after 6PM Weekends	\$40 per hour (full gym)	Generally, not available unless special authorization.	2-hour minimum	150
Community Room 2	Weekdays before 3PM or after 6PM Weekends	\$40 per hour	\$20 per hour	2-hour minimum	90
Classroom 202	Weekdays before 3PM or after 6PM Weekends	\$300 per hour	\$10 per hour	2-hour minimum	30
Classroom 203	Weekdays before 3PM or after 6PM Weekends	\$30 per hour	\$10 per hour	2-hour minimum	30
Classroom 204 (STEM room)	Weekdays before 3PM or after 6PM Weekends	\$35 per hour	\$15 per hour	2-hour minimum	40
Field	TBD 2024/2025	TBD	TBD	TBD	N/A

* Business hours are 6:00 AM to 6:00 PM, Monday through Friday

** Time must include any room preparation and clean up, i.e. event set up from 6:30 PM to 7:00 PM, event is from 7:00 PM to 9:00 PM, clean up from 8:00 PM to 9:30 PM = 3 hour rental.

Additional Fees

Category	Details	Fee Amount
Damage Deposit	Refundable after event or contract termination	\$250 deposit
Custodial fee	When applicable	Starting at \$100
Security Personnel	When applicable	\$40 per hour for each Security person