



RECREATION CENTER RESERVATION FORM

FACILITY RESERVATION FORM FOR GROUPS PROMOTING PUBLIC RECREATION PROGRAMS IN COOPERATION WITH COMMUNITY CENTERS AND FOR PRIVATE PARTIES AND PROMOTIONS.

Needmore or Greer Recreation Center: _____

Organization/Renter's Name: _____

Renter's Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

Do you live in the city limits of Greer? _____; Are you a business owner in the City of Greer? _____

If yes, what is the name and address of your business? _____

Type of Function including a brief description: _____

Date(s): _____ Time(s): _____

Room/Designated Location: _____

Time for Special Arrangements, i.e. set-up: _____

Type Arrangements Needed (chairs, tables etc.): _____

Age Group: _____ Expected Attendance: _____ Total Hours: _____

(This information box to be completed by Parks and Recreation Staff member)

Reservations Made By: _____ Staff Assigned: _____

Amount of Deposit (one hour rental fee): \$ _____; Amount of Security Deposit (one hour rental fee): \$ _____

City Receipt No.: _____; Remaining Balance: _____;

If Event Cancelled, List Date Cancellation Received: _____; Cancelled By: _____

Date Security Deposit Returned (if one week notice is given): _____

Needmore and Greer Recreation Center Rental Fees

Discounted Resident Fee: \$70.00/two hour minimum (\$35.00 each additional hour)

Non-Resident Fee: \$80.00/two hour minimum (\$40.00 each additional hour)

Rental Deposit: One (1) hour rental fee.

Security Deposit: One (1) hour rental fee. (refundable)

I have been given and agree to abide by the Recreation Center Reservations and Policies Form.

Renter's Signature

Date

Director of Recreation

Date