



## Lewisburg Parks and Recreation Rental Form SMALL (B) CONFERENCE ROOM

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE of RENTAL: \_\_\_\_\_ TIME of RENTAL: \_\_\_\_\_

### Rules & Regulations for use of the SMALL (B) CONFERENCE ROOM

1. The applicant shall be responsible for any damage to equipment or property. If, after any activity additional janitorial maintenance is required, other than the normal cleaning process (see check list), the applicant may be charged accordingly.
2. *A maximum of 50 people are allowed in this room at one time due to local fire codes.*
3. The Director may reserve the right to cancel the activities at any time if it seems necessary.
4. Persons under the influence of alcohol or drugs will not be allowed on the premises at any time. No alcohol is allowed on premises. No smoking inside building smoking allowed outdoors only in designated smoking areas.
5. Fee for renting of the small meeting room is \$50 dollars. *(Cash or check payable to Lewisburg Recreation Center)*
6. **Payment in full is DUE 14 DAYS AFTER BOOKING in order to confirm your date or it will be given away if another call comes in.**
7. Room rental times are as follows: (please plan your event accordingly)  
 Monday-Friday 6am-9pm  
 Saturday 8am-5pm  
 Sunday 1pm-5pm

*I certify that I have read and will abide by the rules and regulations pertaining to the use of the City of Lewisburg Recreation Center.*

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE OF BOOKING

**DATE PAID:** \_\_\_\_\_

#### **\*CHECK LIST\***

- Trash emptied into blue can outside
- Tables wiped clean & folded up
- Carpet vacuumed
- Kitchen counter wiped clean and floor swept
- ALL Your group's food removed from refrigerator/freezer