



ITHACA COMMUNITY CENTER RESERVATION FORM

NAME: _____

ADDRESS: _____

PHONE: _____

RESERVATION DATE: _____

RESERVATION TIME: _____

TYPE OF EVENT/PARTY: _____

EST. AMOUNT OF ATTENDEES: _____

_____ RESIDENT _____ NON-RESIDENT

RESPONSIBLE PARTY FOR RESERVATION:

Signature

Date

DISCLAIMER: All parties are required to dispose of garbage properly, and leave the premises in the same condition as found. The responsible party agrees to reimburse the city for damages, repairs, or maintenance required due to this event. The City of Ithaca is not responsible for lost, stolen, or damaged property. In case of emergency, please call 911 or Central Dispatch at 989-875-7505.

CITY OF ITHACA:

____ Approved ____ Denied

City of Ithaca

DEPOSIT: ____ Cash ____ Check Receipt # _____

DATE PAID: _____

FEE AMOUNT: \$ _____

DATE PAID: _____

KEY # _____

****CASH OR CHECK ONLY****
Please make checks payable to
City of Ithaca

FEES:

\$50 DEPOSIT: Due upon making reservation. Deposit will be refunded after event as long as the Community Center is left in the condition it was upon arrival.

HOURLY RENTAL: \$15/hour for City residents. \$20/hour for non-residents with a minimum of 2 hours. (Must include set-up and clean-up time in rental)

ALL DAY RENTAL: (6am to midnight) \$125/resident or \$160/non-resident.

Rental hours to be paid separately from deposit.
Key given at time of payment for rental hours.