



ITHACA COMMUNITY CENTER RESERVATION FORM

NAME: _____

ADDRESS: _____

PHONE: _____

RESERVATION DATE: _____

RESERVATION TIME: _____

TYPE OF EVENT/PARTY: _____

EST. AMOUNT OF ATTENDEES: _____

Request use of podium? _____

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. For maintenance issues including entry keys, please call 989-875-3200 and select option 7.

In case of emergency, please call 911 or Central Dispatch at 989-875-7505.

CITY OF ITHACA:

Date deposit paid: _____

Approved _____ Denied

Cash _____ Check # _____ Receipt # _____

SHRED DEPOSIT CHECK: _____

City of Ithaca

Date fee paid: _____

KEY: _____

Fee amount: \$ _____

Cash _____ Check # _____

****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.

RENTAL FEE: Monday-Thursday \$80/4 hour time block or \$150/all day
Friday-Sunday \$120/4 hour time block or \$200/all day

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