



# COMMUNITY CENTER RESERVATION FORM

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

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

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

RESERVATION DATE & 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 or entrance issues, please call 989-763-0218, if no answer call 989-763-0935. If no answer at the previous numbers, please call 989-763-3618.

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: \_\_\_\_\_ CODE OR KEY: \_\_\_\_\_  
 Fee amount: \$ \_\_\_\_\_ **\*\*CASH OR CHECK ONLY\*\***  
 Cash \_\_\_\_\_ Check # \_\_\_\_\_ **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.  
 Code or key is given at the time of payment for rental hours.**