



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:

_____ Approved _____ Denied

Date deposit paid: _____

Cash _____ Check # _____ Receipt # _____

SHRED DEPOSIT CHECK: _____

City of Ithaca

Date fee paid: _____ CODE OR KEY: _____

Fee amount: \$ _____

**Please make checks
payable to City of Ithaca**

Cash _____ Check # _____ Credit Card _____

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.**