



Community Center 810 S. Frederick Ave.
Gaithersburg, MD 20877 301-258-6366

RENTAL #
Expected Attendance:

2017 Casey Community Center Facility Use Application

Today's Date _____ Day/Date Requested: ____/____/____ Times: _____ to _____

Applicant's Name _____

Organization Name _____

Address _____ City _____ State _____ Zip _____

City Resident Nonresident (All applicants must show current driver's license to determine residency)

Day # _____ Evening # _____ Cell # _____

E-mail address: _____

Description of Event: _____		Surprise: Y <input type="checkbox"/> N <input type="checkbox"/>
Do you plan to serve/consume alcohol? Y <input type="checkbox"/> (\$130 fee for permit) N <input type="checkbox"/> ***** Beer/wine/champagne ONLY!*****		
Will you be having music? Y <input type="checkbox"/> N <input type="checkbox"/> Type: (i.e. DJ) _____ (NO LIVE BANDS)		
Room Requested:	Requested Equipment:	
<input type="checkbox"/> Casey (A)	<input type="checkbox"/> _____ Chairs; how many?	
<input type="checkbox"/> Gaither (B)	<input type="checkbox"/> _____ Rectangular tables (6 ft. - standard) how many?	
<input type="checkbox"/> Summit (D)	<input type="checkbox"/> _____ Round tables (4 ft.) how many?	
<input type="checkbox"/> Peachtree (E)		
<input type="checkbox"/> Oak (F)		
<input type="checkbox"/> Aspen (G)		
	Do you plan on using candles of any sort? Y <input type="checkbox"/> N <input type="checkbox"/>	_____

The applicant/organization has the right to use the Community Center for the specific purpose listed above, accepts responsibility to abide by all policies and procedures highlighted below and outlined in the "Rental Program" document and understands penalties associated with not abiding by these stipulations. In addition, applicant agrees that by signing this application, the City of Gaithersburg is authorized to charge applicants credit card and/or process checks and cash for specified fees. Applicant also consents to the City's use of photos/or video made of the rental.

1. Set-up and take down of all chairs, tables, and other equipment (tables and chairs must be wiped off and placed on rack) (Set and clean-up time MUST be paid for and included in your rental)
2. Event must be conducted in an orderly manner and music/amplification must be kept at a level that does not disturb other functions in the building.
3. At the conclusion of your event, sweep the floor, bag all trash and deposit in the dumpster.
4. Leave room(s) in the same condition as they were found.
5. A \$25 administrative fee will be applied to each date and time change.
6. Provide designated number of chaperones and security for under age events and supply guest list to Facility Director before date of event.
7. The City has the right to cancel or postpone an event at anytime due to unforeseen circumstances.
8. ALL cancellations are subject to a minimum \$10 processing fee.

The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Casey Community Center.

Date of Request: _____ Signature of Applicant: _____

ALL DEPOSIT PAYMENTS WILL BE PROCESSED.

** For ALL under 21 events and other events designated by the Director, a bonded security guard and guest list is due by : ____/____/____.

All rental fees are due by: ____/____/____.

CREDIT CARD CUSTOMERS MUST COMPLETE THE FOLLOWING:

Visa M/C Discover Am Ex _____ Exp. Date ____/____/____
Signature of card holder _____ Date ____/____/____

For Center Staff only: Date Rec'd: _____ By: _____

Driver's License # _____

Rate per hour \$ _____	x # of Hours _____	=	\$ _____	Rental fee
		=	\$ _____	AB Permit (\$130.00)
** OTHER FEES :		=	\$ _____	After hours fee (\$17.50)
Podium \$50	TV/VCR \$25		\$ _____	** (OTHER FEES)
Microphone \$50	Food Warmer \$25		\$ _____	
Fireplace \$50	Coffee Maker \$25		\$ _____	
Projector \$25			\$ _____	
			\$ _____	SUBTOTAL
			\$ _____	Security Deposit (\$250.00)
			\$ _____	GRAND TOTAL

Security Deposit : (\$250.00) Amount: _____ Date Rec'd: _____ Cash Check # _____

Credit Card (Visa/MC/Discover/AmEx) _____ Exp. ____/____/____
 (Circle One)

Security Deposit Received by: _____ Date _____

Request Approved by: _____ Date _____

Rental Fees Paid: Amount \$ _____ Date Paid ____/____/____ Rec'd by _____
 Cash Credit Card Check # _____

	<u>Rental By:</u>	<u>Resident</u>	<u>Nonresident</u>
Individual	_____	_____	_____
Non – Profit	_____	_____	_____
Business or Commercial	_____	_____	_____