

Troy Recreation Association, Inc. (The Rec)  
11 North Market Street -- Troy, Ohio 45373  
(937) 339-1923  
troyrec@bizwoh.rr.com

**Troy Rec RESERVATION CONFIRMATION**

Contact person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Type of event \_\_\_\_\_

Approximate number of people attending \_\_\_\_\_

Date of event \_\_\_\_\_ Date of reservation \_\_\_\_\_

Arrival/Set-up time: \_\_\_\_\_ Time of event: \_\_\_\_\_ Clean -up time: \_\_\_\_\_ (30 min free before & after for set-up & clean-up)

Area to be used: \_\_\_\_\_ Special requests \_\_\_\_\_

**Rates:** Upstairs-\$50 for first hour, \$25 for every hour after  
Downstairs-\$75 for first hour, \$50 for every hour after  
Cleaning Fee-\$25 (due to the extensive sanitizing that must occur after each event)

**Total cost** \_\_\_\_\_

We require a deposit of half the total cost to keep this space reserved. If no deposit is received by 14 days (\*) prior to the event, you may lose the reservation. If for any reason you need to cancel, you may do so at least 48 hours in advance and still be refunded your full deposit. We will also work with you to try to reschedule your party. Any unpaid balance is due on the day of the rental and must be paid to the Rec employee on duty. \*Unless special arrangements are approved by the Director.

**Please mail or drop off your deposit to: The Rec 11 North Market Street Troy, Ohio 45373**

*Thank you for choosing the Rec for your rental needs!*

*Kelly Snyder, Executive Director*

**I have reviewed the Reservation Confirmation and the Renter's Responsibilities. I accept all conditions.**

\_\_\_\_\_ (Signature of contact person/renter)

**For office use:**

Deposit: Paid \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Amount \_\_\_\_\_ Rec'd by \_\_\_\_\_  
Balance: Paid \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Amount \_\_\_\_\_ Rec'd by \_\_\_\_\_