



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

TROY REC RESERVATION CONFIRMATION

Date: _____

Contact person _____

Address _____ City _____ Zip _____

Phone _____ Email _____

Type of event _____ Approximate number of people attending _____

Date of event _____

Time of event: _____ Arrival/Set-up time: _____ Clean -up time: _____

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)
30 minutes free before and after event for set-up and clean-up

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: Troy 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 _____



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RENTER'S RESPONSIBILITIES

Maintain cleanliness of facility:

- Wash any dishes or utensils that have been used
- Wipe down tables, chairs, and counters
- Sweep floors
- Mop/Swiffer if needed
- Vacuum if needed
- Put away gaming, billiards, and all other items
- Empty all trash cans and replace with new trash bags

Building should be in same condition when event is over as it was when event began. Renter is expected to put trash in cans, tidy up counters, straighten furniture, and clean-up any major spills. Large groups of more than 50 people will be expected to assist the Rec staff with more thorough clean-up such as vacuuming or putting trash bags in the trash room. **Note: Food fights are prohibited.**

Please limit “messy” foods to the eating area.

Support the Rec staff in enforcing rules of conduct for the facility.

The renter is responsible for any lost, broken, or stolen equipment and any other damage to facility that occurs during rental. There is surveillance throughout our facility.

If renting DJ booth, DJ must test equipment with Director prior to event.

If the majority of guests will be *18 years of age or younger*, more than one adult should be in attendance in order to supervise. Number of adults will depend on the number of guests. Rough guidelines:
25 or fewer guests = minimum of 2 adults, 26-60 = minimum of 3 adults, 61-80 = minimum of 4 adults, more than 80 = at least 6 adults. Specific situations may be discussed with the Rec Director.

Rec Rules of Conduct for students (Rules apply to anyone using this facility.)

1. Treat equipment & furniture with respect – no deliberate destruction of property.
2. Put trash, gum, pop bottles, coats, backpacks, etc. in the proper place.
3. Do not use profane, loud, or abusive language.
4. Respect other people & their property. Don't touch other people's property unless you have permission.
5. No harassment or fighting.
6. No rough housing.
7. No gambling.
8. No smoking or use of other tobacco products.
9. Possession or use of alcohol, drugs or other intoxicants is not allowed. Don't come into the facility “under the influence.”
10. Possession or use of a weapon or using anything as a weapon is not allowed.
11. No loitering in entrance areas or on surrounding premises.
12. No stealing.
13. If you make a mess, CLEAN IT UP!
14. Small children must be accompanied by an adult and monitored at all times.
15. Appropriate dress required. Shoes & shirts must be worn at all times. No clothing items that feature foul language or inappropriate messages or that are too revealing. Rec Director and/or Rec Board have final say.
***Rec employees have the right to ask anyone to leave for failure to abide by these rules.**