



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

**TROY REC RESERVATION CONFIRMATION**

Today's Date: \_\_\_\_\_

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

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

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

Type of event \_\_\_\_\_ Approximate number of people attending \_\_\_\_\_

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

Arrival/Set-up time: \_\_\_\_\_

Time of event: \_\_\_\_\_ - \_\_\_\_\_

Clean -up time: \_\_\_\_\_ - \_\_\_\_\_

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

**Rates:** Second Floor/Robinson Room: \$100 for 2 hours, \$50 each additional hour  
 First Floor/ Gameroom: \$150 for 2 hours, \$75 for each additional hour  
 All rentals receive 30 minutes free before and after their 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 14 days prior to the event, you may lose the reservation. Any unpaid balance is due on the day of the rental and must be paid to the Rec employee on duty.

**CANCELLATION POLICY:**

- 14 days before – full refund
- 7-13 days before – half refund
- 0-6 days before – no refund

***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 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. **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 the facility that occurs during rental.**

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

If the majority of guests are younger than 18 years old, more than one adult should be in attendance in order to supervise.

### **Guidelines for supervision:**

25 or fewer guests = minimum of 2 adults

26-60 = minimum of 3 adults

61-80 = minimum of 4 adults

80+ = at least 6 adults

Specific situations may be discussed with the Rec Director.

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### **Troy Rec Facility Rules**

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. Notify Rec staff if something is broken.
15. Small children must be accompanied by an adult and monitored at all times.
16. 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 staff have final say.

**\*Rec employees have the right to ask anyone to leave for failure to abide by these rules.**