



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:** Second Floor/Robinson Room: \$100 for 2 hours, \$25 each additional hour  
First Floor/ Gameroom: \$150 for 2 hours, \$50 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 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 \_\_\_\_\_