

**CITY OF MILTON COMMUNITY CENTER**

DATE: \_\_\_\_\_ WORK ORDER # \_\_\_\_\_  
 SPONSORING GROUP/INDIVIDUAL: \_\_\_\_\_  
 GROUP REPRESENTATIVE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE NO: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ AMT. \_\_\_\_\_

<b>RENTAL FEES:</b>	Non-Profit Schools/Government	Commercial Business/Individual
<input checked="" type="checkbox"/> <b>GYMNASIUM (RM # 131)</b>		
First 5 hours:	\$ 150.00	\$ 250.00
Each additional hour:	\$ 40.00	\$ 50.00
<input checked="" type="checkbox"/> <b>GRACEY ROOM- A (RM # 120)</b>		
First 2 hours:	\$ 25.00	\$ 60.00
Each additional hour:	\$ 15.00	\$ 20.00
<input checked="" type="checkbox"/> <b>GRACEY ROOM- B (RM # 121)</b>		
First 2 hours:	\$ 25.00	\$ 60.00
Each additional hour:	\$ 15.00	\$ 20.00
<input checked="" type="checkbox"/> <b>MEETING ROOM -C (RM #141)</b>		
First 2 hours:	\$ 25.00	\$ 50.00
Each additional hour:	\$ 15.00	\$ 15.00
<input checked="" type="checkbox"/> <b>GRACEY MULTI-PURPOSE ROOM (A &amp; B)</b>		
First 2 hours	\$ 50.00	\$ 100.00
Each additional hour:	\$ 15.00	\$ 25.00
<input checked="" type="checkbox"/> <b>KITCHEN- <u>No use of equipment</u></b>		
First 2 hours:	\$ 25.00	\$ 60.00
Each additional hour:	\$ 15.00	\$ 20.00
<input checked="" type="checkbox"/> <b>KITCHEN-<u>Use of equipment (only by a person prequalified by the City of Milton)</u></b>		
<u>Utensils are for city use only and not included with the rental of the kitchen</u>		
First 2 hours:	\$ 50.00	\$ 100.00
Each additional hour:	\$ 15.00	\$ 25.00
<input checked="" type="checkbox"/> <b>ENTIRE FACILITY (except office area)</b>		
First 5 hours	\$ 1,000.00	\$ 1,200.00
Each additional hour:	\$ 100.00	\$ 125.00
<input checked="" type="checkbox"/> <b>PA SYSTEM RENTAL</b>	\$ 40.00	\$ 50.00

**NOTE:** Fees listed are for NORMAL operating hours of Monday-Friday 8am-8pm. CLOSED SATURDAY & SUNDAY. For use beyond NORMAL operating hours, a charge of \$25.00 Per hour will be assessed in addition to the normal additional hour charge.

HOW MANY CHAIRS WILL BE NEEDED: \_\_\_\_\_  
 ROUND TABLES: \_\_\_\_\_ RECTANGLE TABLES: \_\_\_\_\_

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**ALL ADDITIONAL EQUIPMENT BROUGHT INTO THE FACILITY MUST BE REMOVED WITHING 24 HRS. AFTER THE EVENT OR INCUR A \$30.00 DAILY STORAGE FEE**  
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TYPE OF ACTIVITY \_\_\_\_\_  
 DATE AND TIME OF RESERVATION: \_\_\_\_\_  
 WILL THIS BE A REVENUE GENERATING ACTIVITY OR EVENT? YES \_\_\_\_\_ NO \_\_\_\_\_

**Note: All events are subject to cancellation in case of disaster situation**



THE CITY OF MILTON RESERVES THE RIGHT TO DETERMINE ELIGIBILITY FOR UTILIZATION OF THE FACILITIES ON LEGAL HOLIDAYS. THE USER MUST AGREE TO THE CONDITIONS SET FORTH BY THE CITY OF MILTON.

**\*\*RENTAL FEES ARE NON-REFUNDABLE\*\***

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**User's Signature**

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**City of Milton Designee**

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