

**MT. STERLING COMMUNITY CENTER
RESERVATION APPLICATION & AGREEMENT**

Renter First & Last Name/Organization _____

Address _____ Phone Number _____

Email Address _____

Date/Time of Rental _____ Estimated # of People _____

Type of Event _____

Rental Rooms and Rates/Hour

Room Name	Capacity	Rental Fee (per hour unless otherwise noted)
Conference Room	25	\$50/2hrs
Multi-Purpose Room	40	\$50
Youth Room	15	Rented with Gymnasium -\$40
Gymnasium (Organizational Youth Sports)	299	\$70 \$50
Kitchen	-----	\$50

*The Conference Room can be broken down into 2 spaces.

*The Conference Room requires a minimum of two hour rental.

*The Youth Room requires rental of the gymnasium.

*All rentals require a deposit equal to 2 hrs rate - refundable if the facility left as found.

*The Center will set up and tear down tables and chairs - Additional personal set up time must be included in rental hours.

If my application is approved, I agree to follow the rental policies and fees for use of the Mt. Sterling Community Center.

Signature _____ Date _____