



BANNEKER COMMUNITY CENTER RESERVATION FORM

Renter Name: _____

Address: _____

Phone: _____ Email: _____

Reservation Date: _____ Time From: _____ To: _____

Rental hours must be between 9:00 a.m. and 9:00 p.m. Include set up/clean up.

Nature of Activity/Event: _____

Anticipated Attendance: _____

Is the renter a: City of Bloomington Department Business 501c3 Other

Event Needs

Check event needs below. For room capacity check with Facility Coordinator.

- 6' Rectangular tables (seats 6-8) How many? _____ (maximum 10)
- 8' Round tables (seats 8) How many? _____ (maximum 5)
- Folding chairs How many? _____ (maximum 100)
- Speakers (Bluetooth capable)
- Microphone
- Projector and screen Apple or PC laptop connector
- Whiteboard

Depending on the activity and/or number of expected attendees, the Parks Department may require Renter to acquire General Liability event insurance. If this is the case, the Parks Department will notify renter of the insurance requirements, and Renter must provide proof of insurance at least forty-eight hours prior to the start of Renter's event.

Renter has read, fully understands, and agrees to abide by the rules, regulations, and restrictions governing the use of said facility. Renter agrees to be responsible for any damage to Parks' property due to Renter's occupancy and for the strict observance of the rules and regulations of the Bloomington Parks and Recreation relative to the use of the facility. Renter assumes all risk and shall defend, indemnify, and hold harmless the City of Bloomington, the Department, and the officers, agents and employees of the City and the Department from any and all losses, damages, injuries, claims, demands, damages, costs, expenses or other liability arising out of this Reservation and the associated event, or occasioned by the reckless or negligent performance of any provision thereof, including, but not limited to, any reckless or negligent act or failure to act or any misconduct on the part of the Renter or its agents or employees, or any attendees (collectively "Claims").

Signature Date

Printed Name

For Office Use Only:			
Rental Fee: _____	x _____	= _____	
Price per Hour	# of Hours		Total
Deposit: _____	Date Paid: _____	Receipt # _____	
<small>*Minimum 50% deposit due to reserve building</small>			
Balance: _____	Date Paid: _____	Receipt # _____	



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Pricing

Rates During Operational Hours M-F 9am-5pm	Rates During Non-Operational Hours M-F After 5pm, Weekends, Holidays
Category A - Any room \$0 per hour	Category A - Any room \$35 per hour
Category B - Any room \$0 per hour	Category B - 3 rd floor \$45 per hour
	Category B - Kitchen \$55 per hour
	Category B - Gymnasium \$35 per hour
Category C - 3 rd floor \$45 per hour	Category C - 3 rd floor \$45 per hour
Category C - Kitchen \$45 per hour	Category C - Kitchen \$55 per hour
Category C - Gymnasium \$55 per hour	Category C - Gymnasium \$55 per hour

- Category A: Parks Department/City Departments
- Category B: Not for profit groups/Parks Department affiliates
- Category C: Private use

Facility Policies

1. The rental period must include time for setting up and cleaning up after the event. Suggested times are thirty (30) minutes to one (1) hour for both set-up and clean-up.
2. To place a reservation, the renter is required to pay a deposit of at least fifty percent (50%) of the total rental fee. The deposit is non-refundable.
3. All rental fees must be paid in full at least two (2) weeks prior to the event date.
4. The renter is personally in charge and responsible for the conduct of all persons in attendance at the facility. The renter and/or the organization will be held financially liable for any resulting damages to the facilities and/or property. Charges to be determined by Bloomington Parks and Recreation based on equipment replacement and administrative costs.
5. Bloomington Parks and Recreation may assess additional cleaning fees if the facilities are not left in a reasonably clean condition. Charges to be determined by Bloomington Parks and Recreation based upon cleaning expenses.
6. Kitchen equipment must be properly cleaned and stored. Furnishings must be returned to their proper locations. Trash must be placed in the appropriate containers. If needed, cleaning supplies are available in the kitchen.
7. No furnishings shall be removed from the facility. Permanent structures may not be moved. Only identified equipment such as tables, chairs, and the like may be moved.
8. All signage must be removed upon completion of the event. Political or religious signage and/or literature may not be displayed on the exterior of property.
9. Bloomington Parks and Recreation may request the use of an approved security officer(s). The cost of the security officer(s) will be assumed by the event organizer.
10. Bloomington Parks and Recreation personnel will be on-site during rentals.
11. Bloomington Parks and Recreation employees may not use park property or facilities for personal gain.
12. Bloomington Parks and Recreation facilities are smoke, alcohol, and drug-free. These activities are prohibited inside or outside the facility.



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13. At any time there may be multiple different rentals going on inside the facility. Please respect others renting the facility.
14. The event organizer is responsible for communicating concerns or damages prior to rental to the on-site building supervisor.
15. Bloomington Parks and Recreation reserves the right to refuse any rental application for groups and organizations.
16. Reservation forms are revocable at the discretion of Bloomington Parks and Recreation.
17. The possession of alcoholic beverages, drugs and other illegal controlled substances, fireworks, air rifles, paintball guns, bow and arrows, crossbows, and pellet guns is strictly prohibited in any park or park facility. Also, the discharge of a firearm is strictly prohibited within the City's jurisdiction, unless used in one of the exceptions noted in Municipal Code 14.20.020. Amplified music, or the promotion or sale of any article is expressly prohibited without a Special Use Permit.
18. Pursuant to Indiana Code 35-47-11.1-2 and 3, the City is prohibited from enforcing its former policy on firearms in public parks and city facilities as of July 1, 2011. However, per Indiana Code 35-47-11.1-4(10), a person or organization who rents space in a Parks facility may develop and implement, at its own discretion, rules of conduct or admission regarding the possession, carrying, and storage of firearms, upon which attendance at and participation in its activities is conditioned. If a person or organization who rents space in a Parks facility develops such a policy for its activities, it will be responsible for implementation and enforcement of such a policy, and it shall provide a copy of the policy to the City which shall be attached to this Agreement as Exhibit A.

For further details regarding these policies see the Park and Facility Special Use Policy.

Helpful Information

1. Events may bring in food.
2. Alcohol is NOT permitted in the building or on the grounds.
3. Credit card payments can be arranged with advance notice.
4. If paying by check, make checks payable to: Bloomington Parks and Recreation
5. If paying with cash, please bring exact change.
6. If you have any questions, call the Banneker Community Center at 812-349-3735.