Armory Meeting Room Rental Agreement

Name:		Date of Event:	
		Time of Event:	
Total Fee:	$	Signed Agreement and Fee Due to Rec. Office:	

Rules and Regulations:

1. An employee from Ft. Thomas Recreation Department will open the facility. (The first 30 minutes of your rental time should be dedicated for set-up and decoration, while, the last 30 minutes should be used for clean-up.)

*NOTE: Admission prior to start time, or delay in exiting will result in additional fee

3. Decorations are not permitted to be attached to/or hung from the ceiling or any pipes.

4. NO piñatas, confetti, silly string, or bubbles.

5. Armory Gymnasium usage is NOT included in rental.

6. Music and Sound equipment is NOT included, music MUST be family friendly.

7. No Smoking inside facility.

8. No Alcohol.

9. All food and drinks must remain in rented room.

10. No admission fees may be charged.

11. All guests must remain in rented room. (Except for restroom usage)

12. Additional hours must be booked and paid in advance.

13. Renter shall comply with all posted rules.

14. Renter shall be in attendance at all times.

15. Minimum of 3 hour rental ($80.00) each additional hour ($25.00) No half hour rentals.

16. You will be responsible for any damages, including replacement costs for broken equipment.

17. GAME ROOM ONLY: includes dance area in rear of room.

*The Ft. Thomas Armory Gymnasium is a public recreation facility. The Ft. Thomas Recreation department is not responsible for noise or disruption of your event during the normal operation of this facility.

I _____ have read and understand the rental agreement. By signing below, I agree to follow the rules listed above, as well as the rules posted in the facility. I understand that failure to abide by the rules and regulations may result in the loss of my rental privileges of future rentals and incur additional charges.

Signature:_____Date:_____

For Recreation Office Use Only					
Game Room			**Meeting Room**		
Fee Rec'd:		**Cash:**		**Check #:**	