

## Room/Court Rental Application:

Room rentals must be a minimum of 2 hours.

For faster refunds, use a credit card at the time of purchase.

### Name:

First Name	M.I.	Last Name	Birthday	Gender
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### Residence:

Street Address	City	State	Zip Code
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### Telephone Number / Email Address:

Home Phone	Cell Phone	Email Address
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### Emergency Contact:

Name	Phone Number	Relationship
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### Organization Information

Organization Name	Phone Number	Tax ID
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### Residency (primary location of organization):

- City of Howell     Oceola Township     Genoa Township     Marion Township     Howell Township  
 Other: \_\_\_\_\_ (please specify)

### Date(s) Requested

#### Oceola Community Center, 1661 N. Latson Rd.

- Main Meeting Room 1 + Warming Kitchen
- Room 2
- Room 3
- Court 1
- Court 2
- Court 3

**Note:**

Kitchen is not furnished with dishes and utensils, please bring your own.

Please check if your rental will involve any of the following:

- Onsite event
- Fee to be Charged
- Open to Public
- Bingo Games
- Sound

All reservations will be on a first come, first served basis when rental fee and application approval has been submitted. All rental fees must be paid for at time of application. Resident is defined as an individual or business residing within the City of Howell, Oceola Township, Genoa Township, Howell Township, and Marion Township. All others are defined as "Non-Residents."

All room rentals require payment in full upon registration along with a refundable \$150 security deposit. All rooms are rented by the hour with a 2 hour minimum.

**Dates of Events:**

Date: _____	Event Time: _____	am/pm to _____	am/pm
Date: _____	Event Time: _____	am/pm to _____	am/pm
Date: _____	Event Time: _____	am/pm to _____	am/pm
Date: _____	Event Time: _____	am/pm to _____	am/pm
Date: _____	Event Time: _____	am/pm to _____	am/pm
Date: _____	Event Time: _____	am/pm to _____	am/pm
Date: _____	Event Time: _____	am/pm to _____	am/pm
Date: _____	Event Time: _____	am/pm to _____	am/pm

**Total number of rental hours:** \_\_\_\_\_

**Rental Pricing:**

**All room rentals require a \$150 refundable security deposit.**  
There is a minimum of 2 hours for all room/court rentals. Additional hours may be added in 1 hour increments.

**Oceola Community Center - Main Meeting Room 1**  
**(1st floor room - 100 person capacity) (75 person capacity with tables and chairs)**  
Resident - \$80/hr / Non-Resident - \$120/hr (if using A/V equipment add +\$50 deposit)

**Oceola Community Center - Meeting Room 2**  
**(2nd floor room - 95 person capacity) (75 person capacity with tables and chairs)**  
Resident - \$70/hr / Non-Resident - \$110/hr

**Oceola Community Center - Meeting Room 3**  
**(2nd floor room - 45 person capacity) (25 person capacity with tables and chairs)**  
Resident - \$50/hr / Non-Resident - \$80/hr

**Oceola Community Center - Courts**  
Court rentals require a \$20 deposit. All court rentals must be placed at least 24 hours in advance.  
Resident - \$35/hr / Non-Resident - \$50/hr

**Total Due:**  
\$ \_\_\_\_\_

**NOTE: A reservation for a rental is not valid until approved by Howell Recreation, paid in full, and insurance documents submitted (if necessary).**

## Rental Information:

Total Number of Attendees \_\_\_\_\_  
Number of Youth \_\_\_\_\_ Number of Adults \_\_\_\_\_  
Maximum Number of People in room at any given time (open-house type event) \_\_\_\_\_

### Time:

Please note that time must include set-up, decorating, and clean-up which will be used to calculate your total time and rental fee. You will be asked to sign-in when you arrive and sign-out when you leave. If you go over this time or show up earlier for set-up you will be invoiced for additional time.

**Set-Up Time:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Ending Time:** \_\_\_\_\_

## Recurring Rental:

Many organizations use our facilities on a weekly, monthly, and yearly basis. Application agreements will be accepted for the coming year after December 1st of the current year. You must pre-pay for all dates when application is submitted. There are no discounts for recurring rentals. Rental rates for the upcoming year will be set by November.

### Recurring Dates:

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

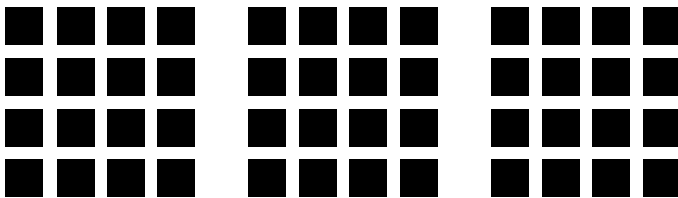
Daily  Weekly  Monthly  Yearly

## Room Set-up:

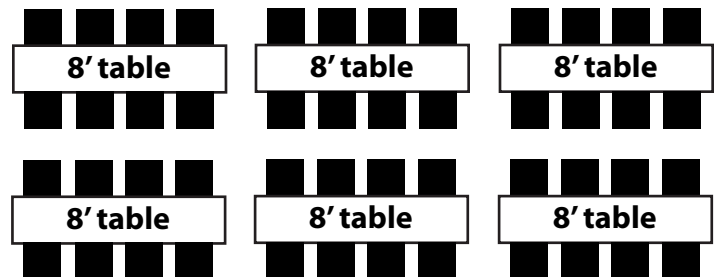
- Lecture Style
- Banquet Style
- Classroom Style
- Conference Style

Type of Event:  
\_\_\_\_\_

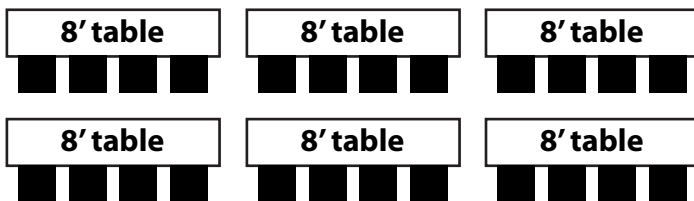
### Lecture Style:



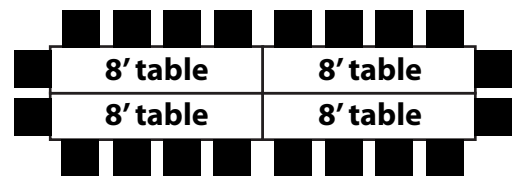
### Banquet Style:



### Classroom Style:



### Conference Style:



Will food be served at this event?

Yes  No

### **Submitting Your Application:**

Applications for rentals will not be taken by telephone. You can bring a copy of your signed application and cash, check, or credit card information to the Ocoola Community Center during normal business hours. You can also request a rental online at [howellrecreation.org](http://howellrecreation.org).

Application approval can take approximately two (2) business days to process. Once your application and payment has been processed and accepted, we will call you to confirm the date and time of your event/function. Applications should be submitted at least 30 days prior to the date of the event. Failure to do so could result in forfeiture of rental in the event a Facility Coordinator cannot be scheduled to work at the event.

### **Cancellations/Refunds:**

There are NO refunds if you cancel your application 30 days or less prior to your event or function. All court rentals are non-refundable. There are also NO refunds if you do not show up on the day of your event. NO EXCEPTIONS. If you cancel prior to 30 days, the \$150 security deposit will be held as an administration fee for cancelling. Refunds will be issued based on your original method of payment (cash & check will be issued check refunds, credit card payments will be credited back to the original card) and may take up to three weeks to process. HAPRA reserves the right to cancel an activity if we feel that it will be detrimental to the maintenance and safety of the facilities & grounds.

If I need to transfer my rental date, time, or location to another, I understand this must be done at least two weeks prior to the event and I will be assessed a \$20 fee that must be paid prior to the transfer being completed.

### **Liability:**

I understand that I shall be held responsible for any and all loss, accidents, injury, to damage to persons or property which results from this activity. I, the undersigned applicant, agree to the fullest extent permitted by law and regardless of the Howell Area Parks & Recreation Authority's passive negligence to release, indemnify, and hold harmless and defend the Howell Area Parks & Recreation Authority and their officials, officers, agents, employees, and volunteers (indemnities) from any and all claims, demands, losses, damages, failure to comply with any current or prospective laws, defense costs, or liability of any kind or nature (including attorney fees and expert witness fees) which indemnities may sustain or incur or which may be imposed upon them for injuries to or death of persons, damage, or injury to property as a result of, arising out of, or in any manner connected with this activity.

I have read and understand the terms and conditions of use as outlined in this application. I acknowledge and accept responsibility and agree to abide by all the RULES AND REGULATIONS of facility use that were presented online and on my receipt.

Signature of Applicant/Representative \_\_\_\_\_

Print Name of Applicant/Representative \_\_\_\_\_

Day of Event Contact Person \_\_\_\_\_ Phone \_\_\_\_\_