

Kingsley Community Center Rental Request

Group Name:		Group Representative:	
Address:		City, State:	Zip:
Telephone Number:		Fax Number:	
Email Address:			
Description of Event:			
Rental Start Date:	Rental End Date:	# of Guests Expected:	
Arrival Time:	Departure Time:	<input type="checkbox"/> Tables Requested	<input type="checkbox"/> Chairs Requested

Repeat: 1st 2nd 3rd 4th Mon. Tues. Wed. Thur. Fri. Sat. **Per:** Month Week

ROOM RENTAL DESCRIPTION	RENTAL FEE	AMOUNT ENCLOSED
<input type="checkbox"/> Full Community Room w/Kitchenette – Accommodates approx. 100 guests. Requires set up/break down. Up to 5 hours.	\$630 (\$80/additional hour) \$200 refundable	
<input type="checkbox"/> Community Room #1 – Accommodates approx. 25 guests. Requires set up/breakdown. Up to 5 hours.	\$150 (\$20/additional hour) \$50 refundable	
<input type="checkbox"/> Community Room #2 - Accommodates approx. 25 guests. Requires set up/breakdown. Up to 5 hours.	\$150 (\$20/additional hour) \$50 refundable	
<input type="checkbox"/> Community Room #3 w/Kitchenette - Accommodates approx. 25 guests. Requires set up/breakdown. Up to 5 hours.	\$180 (\$20/additional hour) \$50 refundable	
<input type="checkbox"/> Community Room #4 - Accommodates approx. 25 guests. Requires set up/breakdown. Up to 5 hours.	\$150 (\$20/additional hour) \$50 refundable	
<input type="checkbox"/> Full Kitchen- Up to 5 hours (requires room rental)	\$60 (\$12 additional hour)	
<input type="checkbox"/> Seminar/Training Room – (Classroom style) Accommodates approx. 25 guests. Requires set up/breakdown. Up to 5 hours.	\$250 (\$40/additional hour) \$50 refundable	
<input type="checkbox"/> Classroom #1 - Accommodates approx. 15 guests. Requires set up/breakdown. Up to 5 hours.	\$125 (\$15/additional hour) \$50 refundable	
<input type="checkbox"/> Classroom #2 - Accommodates approx. 15 guests. Requires set up/breakdown. Up to 5 hours.	\$125 (\$15/additional hour) \$50 refundable	
<input type="checkbox"/> Classroom #3 - Accommodates approx. 25 guests. Requires set up/breakdown. Up to 5 hours.	\$150 (\$20/additional hour) \$50 refundable	
GYMNASIUM RENTAL DESCRIPTION	RENTAL FEE	AMOUNT ENCLOSED
<input type="checkbox"/> Full Gymnasium <i>event rental</i> – Requires set up/breakdown of tables and chairs (if applicable). Up to 5 hours. Gym floor cover included.	\$800 (\$100/additional hr) \$200 refundable	
<input type="checkbox"/> Half Gymnasium <i>event rental</i> – Requires set up/breakdown of tables and chairs (if applicable). Up to 5 hours. Gym floor cover included.	\$500 (\$50/additional hr) \$200 refundable	
<input type="checkbox"/> Full Gymnasium recreational – Full court gym rental for recreational use.	\$100/hour	
<input type="checkbox"/> Half Gymnasium recreational – Half court gym rental for recreational use.	\$50/hour	
SWIMMING POOL DESCRIPTION	RENTAL FEE	AMOUNT ENCLOSED
<input type="checkbox"/> Swimming Pool Rental – Possible shared use. Maximum of 50 swimmers.	\$100/hour	
<input type="checkbox"/> Saturday Pool Party – Pool time 2:00-3:00 (possible shared usage of the swimming pool) with a maximum of 15 swimmers. Use of one community room included 1:00-4:00 (additional charge for community room #3 w/kitchenette \$230 w/\$50 refundable).	\$200 (\$50/additional hr) \$50 refundable	
FITNESS STUDIO DESCRIPTION	RENTAL FEE	AMOUNT ENCLOSED
<input type="checkbox"/> Yoga Studio – Exercise studio with hard floor surface. 2 hour minimum.	\$150 (\$75/additional hr)	
<input type="checkbox"/> Dance Studio – Dance studio with hard floor surface & mirrored walls. 2 hour minimum	\$150 (\$75/additional hr)	
<input type="checkbox"/> Body Toning Studio – Exercise studio with rubber floor surface. 2 hour minimum.	\$150 (\$75/additional hr)	
COMMENTS:	TOTAL AMOUNT DUE	\$
	LESS DISCOUNTS	\$
	TOTAL ENCLOSED	\$

6435 Frankstown Ave., Suite 201 - Pittsburgh, PA 15206 – 412.661.8751 Office – 412.661.1063 Fax
All request must be approved and paid in full before request for space is confirmed

PLEASE READ AND SIGN REVERSE SIDE

Please read and sign below and return the application. You may fax to 412.661.1063. After approval submit your fee and deposit payable to:

The Kingsley Association
 6435 Frankstown Ave.
 Pittsburgh, PA 15206

Kingsley Community Center Rental Policies:

PAYMENT: We must receive payment in full to reserve your space. Personal checks are accepted up to 30 days before rental date. You may also pay by cash, credit/debit card money order.

CANCELLATIONS & CHANGING RESERVATIONS: Cancellations within 30 days of the rental date are subject to a \$50 fee. Cancellations prior to 30 days of the rental date or any changes to a reservation will be assessed a \$25 Administration Fee.

SET-UP AND CLEAN-UP: Set-up and clean-up times are a part of your rental hours. Set-up and break-down of chairs/tables is required and is the responsibility of the person (s) renting the facility. Please place all trash in trash cans. Please be sure to allow for and complete clean-up within your allotted time to avoid additional hour charges. Additional hour charges, if any, will be deducted from the deposit.

DAMAGE / SECURITY DEPOSIT:

We take pride in the Kingsley Association properties and invite guests to enjoy and care for them respectfully. Unfortunately, a few people don't always observe this courtesy. We require a damage/security deposit prior to arrival (included in your rental fee). It is promptly refunded within 30 days of departure. Please follow all procedures to ensure a full refund. Failure to comply with the above conditions will result in the Kingsley Association to with hold the security deposit. All guest's are expected to respect the allotted 5 hour block of time permitted per event. Failure to leave the facility on time will result in the Kingsley Association to with hold the security deposit.

Teen parties are not permitted at the Center. Pets are not permitted at the Center. Consumption of alcohol on the premises is strictly prohibited. Violations will be subject to loss of deposits. The Kingsley Association is a smoke free facility.

Please initial the following:

- _____ Materials, decorations, posters, fixtures or cables **MUST NOT** be attached to the walls or ceilings of the Community Center, in *any* fashion. The painted surfaces of the Community Center must be protected. This prohibition includes all forms of tapes and adhesives.
- _____ Fasteners (nails, screws, etc.) of any kind **MUST NOT** be used on the walls, woodwork or floors of the Community Center, for any purpose.
- _____ The Community Center and any other area you are using **MUST** be left in a clean condition after each use. All trash and debris **MUST** be picked up and placed in the trash containers.
- _____ We expect that you will find the facility in clean condition upon your arrival. If you don't find it so, please let us know.

Your signature indicates that you have read and agree to comply with the above Kingsley Community Center Rental Policies

Printed name of group Representative: _____ **Date:** _____

Signature of group representative: _____ **Date:** _____

OFFICE USE ONLY: INITIALS	DATE	RECEIPT #	AMOUNT \$	CHECK, CASH, CREDIT CARD
APPROVAL OF REQUEST	SIGNATURE	DATE	ADDITIONAL STAFF REQUIRED	
CHECK LIST REVIEWED	SIGNATURE	DATE	AMOUNT OF REFUND GRANTED	
REFUND SUBMITTED	SIGNATURE	DATE	REFUND ISSUED BY:	DATE