

Pleasant Ridge Community Center Rental Application
 Pleasant Ridge Recreation Department Four Ridge Road, Pleasant Ridge, MI 48069
Phone: 248-542-7322 Fax: 248-546-2958

Person Applying _____

Driver License # (must provide) _____

Organization (if applicable) _____

Title (if applicable) _____ Phone(day) _____ (night) _____

Address _____

City _____ Zip Code _____

Type of Activity _____

Date(s) Requested _____

Hours of Event _____ am pm to _____ am pm

Room Requested (circle appropriate rooms)		
Large Room (33' x 54')	Small Room (20' x 38')	Kitchen

Equipment Requested

of Banquet tables: 6' long _____ **Round tables** (only 10) _____
 (6' diameter)

of Chairs _____

Important. Please read the following carefully and sign.

On behalf of the above organization, or myself, I agree to assume the responsibility for any damages to or removal from the building, it's fixtures, equipment and appurtenances, belonging to the building. I understand that alcoholic beverages and smoking are not allowed in the facility (unless granted permission from the Recreation Director, for Residents Only) and I agree to comply with this rule.

I understand that set ups and clean ups are the responsibility of the renter/user and I also understand that the facility closes at 10:00 p.m. daily, and all clean ups need to be done prior to this time. I know that the \$100.00 deposit needs to be a separate payment from the actual room rental charge. Rental fee must be received from the renter at least five days before the rental date. The City of Pleasant Ridge will keep the \$100.00 deposit, if clean up is not done properly or if any damage has been done to the building or any of the building accessories.

Applicants Signature _____ **Date** _____

Fee: _____ (MUST BE CASH)	Approval Initials _____
Beer & Wine (RESIDENTS ONLY) YES NO	

Office use only : Deposit Amt (CASH) _____	Date Received _____	Deposit Returned _____
Payment Amt _____ MUST BE CASH	Date Due _____	Date Received _____