SENeca PARK BOARD
WEST CAMPUS RENTAL

Instructions: Complete ALL information requested and return to Seneca Village Hall, 340 N. Cash Street (8a.m-4pm M-F)

- Reservations are reserved on a first come first RESERVED availability. 
  All requests must be made 3 days in advance.

- Reservations are subject to all statutes and administrative rules governing Park Board and SHS.

- One booking per form, no more than one request per booking.

- Reservations are accepted in person, by mail or payment drop box located outside the Seneca Village Hall. NO PHONE RESERVATIONS ACCEPTED.

- All trash/food must be cleaned up and disposed of in garbage bags provided and placed in hall for pick up. Any clean up or damage noted will result in additional charges. This could also affect any future requests for the facility.

- Total fees are required at time of reservation. Checks are to made payable to the Village of Seneca. Refunds for cancellations will be made if given 2 weeks notice. On weekends each event must be completed and out the door no later than 7:30pm.

- Those interested in renting the West Campus facility are asked to contact Nadine Maierhofer regarding availability and scheduling. She can be reached through email at nadinemm@senecaparkrecreation.com. Events at the Main Campus will continue to be scheduled through Mr. Steve Haines @ Seneca High School. Please call 815-357-5070 to contact either Mr. Haines or Nadine Maierhofer.

I have read and understand the conditions of this application:
Signature of Applicant:_____________________________________

01/01/2020
SENECA PARK BOARD
RESERVATION FORM FOR WEST CAMPUS

Organization: __________________________________________________________

Contact person: _______________________________________________________
Address: _____________________________________________________________

Home phone: ___________________ Cell: _________________________________
E-Mail: _______________________________________________________________

Date of Rental: ___________ Hours: ________________________________

5 Hour Rental
Please check desired option below

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<tr>
<th>居民限在村限内或SHS区限内</th>
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<tbody>
<tr>
<td>____</td>
<td>$50.00</td>
<td>Meeting Room (Seats comfortably 40-45)</td>
</tr>
<tr>
<td>____</td>
<td>$75.00</td>
<td>Kitchen/Meeting Room</td>
</tr>
<tr>
<td>____</td>
<td>$50.00</td>
<td>Gym (If Available)</td>
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<tr>
<td>____</td>
<td>$125.00</td>
<td>Kitchen/Meeting Room/Gym</td>
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<td>Gym (If Available)</td>
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<tr>
<td>___</td>
<td>$200.00</td>
<td>Kitchen/Meeting Room/Gym</td>
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Non-For-Profit Organization
(No Fee for Meeting Room and/or Gym; $25 Kitchen)

Name: _________________________________________________________________
Organization #: ________________________________________________________

For Office Use Only: Initials: __________ Date: _________________

Amt. rec. at booking $_______ Check # _______ Date/Time Rec’d ________ Refund: Yes ___ NO ___
Amount of refund $________

01/01/2020