

Seneca Park and Recreation

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 statures 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 deposit/refund becoming void. This could also affect any future requests for the facility.
- Total fees including deposit are required at time of reservation. Checks are to made payable to the Village of Seneca. Refunds, if applicable, will be disbursed after final check of the facility.
- 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 or by calling 815-357-5001. Events at the Main Campus will continue to be scheduled through Mr. Steve Haines @ Seneca High School. Please call 815-357-5001 to contact Mr. Haines.

I have read and understand the conditions of this application:

Signature of Applicant: _____

Seneca Park and Recreation
RESERVATION FORM FOR WEST CAMPUS

Organization: _____

Contact person: _____

Address: _____

Home phone: _____ Cell: _____

E-Mail: _____

Date of Rental: _____ Hours: _____

3 Hour Rental

Please check desired option below

RESIDENT WITHIN Village limits or within SHS District

- ___ \$75.00 Meeting Room (\$25 deposit; \$50 rental)
- ___ \$100.00 Kitchen/Meeting Rm. (\$25 deposit; \$75 rental)
- ___ \$75.00 Gym/if available (\$25 deposit; \$50 rental)
- ___ \$200.00 Kitchen/Meeting Rm/Gym (\$75 deposit; \$125 rental)
- ___ \$10.00 Each additional hour upon availability per option

RESIDENTS OUTSIDE VILLAGE LIMITS AND SHS DISTRICT

- ___ \$100.00 Meeting Room (\$25 deposit; \$75 rental)
- ___ \$125.00 Kitchen/Meeting Rm (\$25 deposit; \$100 rental)
- ___ \$100.00 Gym/if available (\$25 deposit; \$75 rental)
- ___ \$225.00 Kitchen/Meeting Rm/Gym (\$75 deposit; \$150 rental)
- ___ \$10.00 Each additional hour upon availability per option

Non-For-Profit Organization

(Pays Deposit Fee; no Rentals Fees)

Name: _____

Organization #: _____

For Office Use Only: Initials: _____ Date: _____

Amt. rec. at booking \$ _____ Check # _____ Date/Time Rec'd _____ Refund deposit: Yes ___ NO ___
Amount of refund \$ _____