

# Seneca Park and Recreation

## WEST CAMPUS RENTAL **SENECA YOUTH SPORTS ORGANIZATION**

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.
- 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.

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: \_\_\_\_\_

**3 - 2Hour Sessions per Week during that Sport's Season**  
**Includes Batting Cages (if available)**

\_\_\_\_\_ \$ 75.00      Deposit – to be refunded as long as nothing is damaged/broken and all is found to be in working order when season has ended.

\_\_\_\_\_ \$100.00      For each Seneca Youth Sports Organization per Season. Limited to three, two-hour sessions per week during that sport's season; includes batting cages **if available**.

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](mailto:nadinemm@senecaparkrecreation.com) or by calling 815-357-5001. Events at the Main Campus will continued to be scheduled through Mr. Steve Haines @ Seneca High School. Please call 815-357-5001 to contact Mr. Haines.

For Office Use Only: Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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