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| The Kingsley Association **6435 Frankstown Ave., Suite 201 - Pittsburgh, PA 15206 – 412.661.8751 Office**  **All request must be approved and paid in full before request for space is confirmed** | | | | | |
| **Group Name:** | | **Group Representative:** | | | |
| **Address:** | | **City, State:** | | **Zip:** | |
| **Telephone Number:** | | **Fax Number:** | | | |
| **Email Address:** | | | | | |
| **Description of Event:** | | | | | |
| **Rental Date:** | **# of Guests Expected:** | | | | |
| **Arrival Time:** | **Departure Time:** | | **Tables Requested #** | | **Chairs Requested** |
| Room Rental Description Requires setup/breakdown | | | Rental Fee | | Amount Enclosed |
| ALL RENTALS ARE SUBJECT TO A $75 SECURITY DEPOSIT | | |  | |  |
| 🞎 Full Community Room w/Kitchenette – Accommodates approx. 100 guests. Up to 5 hours. | | | $450 | |  |
| 🞎 Community Room #1 – Accommodates approx. 25 guests. Up to 5 hours. | | | $175 | |  |
| 🞎 Community Room #2 - Accommodates approx. 25 guests. Up to 5 hours. | | | $175 | |  |
| 🞎 Community Room #3 w/Kitchenette - Accommodates approx. 25 guests. Up to 5 hours. | | | $200 | |  |
| 🞎 Community Room #4 - Accommodates approx. 25 guests. Up to 5 hours. | | | $175 | |  |
| 🞎 Full Kitchen- Up to 5 hours (requires room rental) | | | $100 | |  |
| 🞎 Seminar/Training Room – (Classroom style) Accommodates approx. 25 guests. Up to 5 hours. | | | $275 | |  |
| 🞎Classroom #1 - Accommodates approx. 15 guests. Up to 5 hours | | | $150 | |  |
| 🞎Classroom #2 - Accommodates approx. 15 guests. Up to 5 hours. | | | $150 | |  |
| gymnasium rental description | | | rental fee | | amount enclosed |
| 🞎 Full Gymnasium *event rental* – Requires set up/breakdown of tables and chairs (if applicable). Up to 5 hours. Gym floor cover included. | | | $900 ($100/additional hr) | |  |
| 🞎 Half Gymnasium *event rental* – Requires set up/breakdown of tables and chairs (if applicable). Up to 5 hours. Gym floor cover included. | | | $600 ($50/additional hr) | |  |
| 🞎 Full Gymnasium recreational – Full court gym rental for recreational use. | | | $100/hour | |  |
| 🞎 Half Gymnasium recreational – Half court gym rental for recreational use. | | | $50/hour | |  |
| Swimming pool description | | | rental fee | | amount enclosed |
| 🞎 Swimming Pool Rental – Possible shared use. Maximum of 50 swimmers. | | | $100/hour | |  |
| 🞎 Saturday Pool Party – Pool time 2:00-3:00 (possible shared usage of the swimming pool) with a maximum of 15 swimmers, $5 for each additional swimmer. Use of one community room included 1:00-4:00 (additional charge for community room #3 w/kitchenette $230). | | | $200 | |  |
| fitness studio description | | | rental fee | | amount enclosed |
| 🞎 Yoga Studio – Exercise studio with hard floor surface. 2 hour minimum. | | | $150 ($75/additional hr) | |  |
| 🞎 Dance Studio – Dance studio with hard floor surface & mirrored walls. 2 hour minimum | | | $150 ($75/additional hr) | |  |
| Comments: | | | Total amount due | |  |
|  | | | Security deposit | | **$75.00** |
|  | | | total enclosed | |  |

**CANCELLATIONS & CHANGING RESERVATIONS:** Cancellations within 30 days of the rental date will be assessed a cancellation fee of 20% of the rental fee plus a $50 Administration Fee. Cancellations prior to 30 days of the rental date or any changes to a reservation will be assessed a $50 Administration Fee.

***Please read and sign reverse side***

**Kingsley Community Center Rental Policies:**

**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 be sure to allow for and complete clean-up within your allotted time to avoid additional charges. Additional hour charges, if any, will be deducted from the deposit.

* Please place all trash in trash cans.
* Materials, decorations, posters, fixtures or cables MUST NOT be attached to the walls or ceilings, in **any** fashion. The painted surfaces must be protected. This includes all forms of tapes and adhesives.
* Fasteners (nails, screws, etc.) of any kind MUST NOT be used on the walls, woodwork or floors 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.
* All food must be removed from the kitchen, including refrigerator.

**DAMAGE / SECURITY DEPOSIT:**

We take pride in the Kingsley Association properties and invite guests to enjoy and care for them respectfully. Security deposits will be promptly refunded within 30 days. Please follow all procedures to ensure a full refund. Failure to comply with the above conditions will result in the Kingsley Association to withhold the security deposit. All guest 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 withhold the security deposit.

**THE FOLLOWING ARE STRICLY PROHIBITED**

* **Teen parties**
* **Pets**
* **Consumption of drugs or alcohol**
* **Smoking**
* **Firearms**

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 Association Rental Policies

## Printed name of group Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of group representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| ***UPON ARRIVAL*** | ***Staff***  ***Initial*** | ***Guest***  ***Initial*** | ***UPON DEPARTURE*** | ***Staff***  ***Initial*** | ***Guest***  ***Initial*** |
| ***Arrival Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |  | ***Departure Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |  |
| ***Was the facility/room in a clean condition upon arrival?***  ***Y OR N*** |  |  | ***Was the facility/room in a clean condition upon departure?***  ***Y OR N*** |  |  |
| ***Were chairs and tables available (if applicable) for your event?***  ***Y OR N*** |  |  | ***Were chairs and tables broken down (if applicable)?***  ***Y OR N*** |  |  |
| ***Were the walls clean and free from tape, nails, screws, etc.?***  ***Y OR N*** |  |  | ***Were the walls clean and free from tape, nails, screws, etc.?***  ***Y OR N*** |  |  |
| ***Was the carpet clean and free from stains, foreign objects, or wet spills?***  ***Y OR N*** |  |  | ***Was the carpet clean and free from stains, foreign objects, or wet spills?***  ***Y OR N*** |  |  |
|  |  |  | ***Is all food removed from kitchen and refrigerator?***  ***Y OR N*** |  |  |