

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: _____

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

RESIDENT WITHIN Village limits or within SHS District

- ___ \$50.00 Meeting Room (Seats comfortably 40-45)
- ___ \$75.00 Kitchen/Meeting Room
- ___ \$50.00 Gym (If Available)
- ___ \$125.00 Kitchen/Meeting Room/Gym

RESIDENTS OUTSIDE VILLAGE LIMITS AND SHS DISTRICT

- ___ \$100.00 Meeting Room (Seats comfortably 40-45)
- ___ \$125.00 Kitchen/Meeting Room
- ___ \$100.00 Gym (If Available)
- ___ \$200.00 Kitchen/Meeting Room/Gym

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 \$ _____