

Date: _____

SCHERERVILLE COMMUNITY CENTER RENTAL REQUEST

Organization/Contact: _____

Phone: _____ Email: _____

Address: _____

Event Date: ____/____/____ Event Hours (include set-up & clean-up) From: ____ to ____

Type of Activity: _____

ROOM(S) REQUESTED

- CARDIO ROOM – Taraflex flooring
- ACTIVITY ROOM – counter top, private patio
- ROOM A - Activity room equipped with sink, refrigerator, countertop, private patio
- ROOM B - Multi-purpose center room with partitions
- ROOM C - Kitchen with stove top, sink, refrigerator, two microwaves, two ovens, ice machine
- ROOMS A & B – See above amenities for each room
- ROOMS B&C – See above amenities for each room
- FULL COMMUNITY ROOM (includes Rooms A, B & C) - See above amenities for each room

Will event be private or open to the public? _____

Will admission be charged? _____

Will event generate revenue or be a fundraiser? _____

Will you be serving food? _____ Will it be a plated event? _____

Who is your caterer (if any)? _____

Must be from be approved list and provide a copy of contract ten (10) days prior to event.

Will you be using the kitchen or any appliances and, if so, which? _____

Will you be selling food? _____

Will you be selling merchandise? _____

Will you have vendors? _____

If so, what type? _____

Vendors may be required to provide proof of liability insurance naming the Town of Schererville as "Additional Insured" for the event.

Will you need tables and chairs? _____

If so, must provide floor plan ten (10) days prior to event.

Describe in detail any entertainment or music: _____

How many people will attend: Adults _____ Children under 18 _____

Has, or will this event be advertised and/or announced publicly in any way? _____

If so, please attach a copy of the advertisement/announcement and list all places it will be circulated or posted. _____

Will you allow the Town to photograph your event for promotional purposes? _____

How did you hear about the Community Center room rentals? _____

A park staff member will notify with decision within 24-72 hours. If you have any questions please direct them to the Park Department at (219) 865-5530.

****THIS IS NOT A RENTAL AGREEMENT****

OFFICE USE ONLY:

Available for Rental Denied By: _____

Reason for denied event: _____

Date Renter is Contacted with Decision: ____/____/____ By: _____

Notes: _____
