



Facility Rental Agreement

Lunda Community Center
 PO Box 1113
 405 Highway 54 W
 Black River Falls, WI 54615
 715.670.0790

lcc@lundacommunitycenter.com

SECTION 1 – RENTAL INFORMATION

Individual/Group/Organization: _____

Contact Person: _____

Cell Phone: _____ Day Phone: _____

Address: _____

Email Address: _____

Date(s): _____ Rental Day of Week: _____

Rental Times: From _____ to _____ Total # of Hours: _____

Total Fee: _____ Estimated Attendance: _____

Activity: _____

Tables: ____ # Chairs: ____ Special Set-Up Instructions: _____

Cancellations: Full refund up to 3 days prior to event. 75% refund within 24 hours. No refund if less than 24-hour notice is given.

SECTION 2 - RENTAL RATES

Room	Capacity *	Member	Non-Member
Multi-Purpose Room <i>Swimmers required to be fully changed after pool before entering room.</i>	23	\$ 25/Hr	\$ 30/Hr
Activity Room <i>Swimmers required to be fully changed after pool before entering room.</i>	23	\$ 25/Hr	\$ 30/Hr
Great Room (Screen & Projector included) <i>Swimmers required to be fully changed after pool before entering room.</i>	128	\$ 50/Hr	\$ 60/Hr
Great Room w/ Kitchen		\$ 75/Hr	\$ 90/Hr
Birthday Party Room	20	\$ 25/Hr	\$ 30/Hr
Small Conference Room	8	\$ 15/Hr	\$ 20/Hr
Billboard Message		\$5	\$10

*Per International Building Code

*Capacity may vary based on event and room setup

LUNDA COMMUNITY CENTER facilities, property and equipment are for the use of LUNDA COMMUNITY CENTER programs and activities. When these facilities are not in use by LUNDA COMMUNITY CENTER groups, they are available for reservation on a limited and space available basis. The LUNDA COMMUNITY CENTER will not rent to groups for political purposes. A LUNDA COMMUNITY CENTER staff person will be present at all rental functions for the entire period of the rental in order to respond in case of a medical or other emergency, and to reduce the LUNDA COMMUNITY CENTER'S risk exposure.

FACILITY RENTAL POLICIES

(Over)

