

**ROYALTON BOROUGH SENIOR CENTER - RESERVATION FORM**

TODAY'S DATE \_\_\_\_\_

DATE REQUESTED FOR USE OF THE FACILITY \_\_\_\_\_

SPECIFIC HOURS REQUESTED \_\_\_\_\_

NAME OF GROUP \_\_\_\_\_

APPROXIMATE NUMBER OF PEOPLE ATTENDING \_\_\_\_\_

\_\_\_\_\_ I RECEIVED A COPY OF THE RULES AND REGULATIONS OF THE BOROUGH OF ROYALTON FOR RECREATIONAL FACILITIES AND FULLY UNDERSTAND AND AGREE THAT MY GROUP/ORGANIZATION WILL COMPLY WITH THESE RULES AND REGULATIONS.

\_\_\_\_\_ I CERTIFY THAT NO ONE COMING INTO THE FACILITY UNDER THIS RESERVATION WILL EITHER BRING AN ALCOHOLIC BEVERAGE INTO THE BUILDING OR CONSUME AN ALCOHOLIC BEVERAGE WHILE IN THE FACILITY.

\_\_\_\_\_ I UNDERSTAND THE SENIOR CENTER MUST BE RETURNED TO A NEAT AND ORDERLY FASHION. ANYTHING MOVED WILL BE PUT BACK IN ITS PLACE. ANYTHING BROKEN MUST BE REPORTED.

**KEY MAY BE PICKED UP THE NIGHT BEFORE OR FRIDAY IF ON A SATURDAY OR SUNDAY. PLEASE PLACE KEY IN THE DROP BOX IN THE FRONT OF THE BUILDING WHEN YOU ARE FINISHED.**

**TRASH IS TO BE BAGGED AND PLACED BY THE BACK DOOR.**

**LIGHTS - PLEASE TURN OFF LIGHTS IN ALL ROOMS INCLUDING BATHROOMS.**

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

**\*FEES**

**RESIDENTS- \$125.00 ( \$25.00 OF THIS FEE RETURNED FOLLOWING AN INSPECTION OF THE FACILITY AND FINDING ALL IN ORDER)**

**NON-RESIDENTS- \$200.00 ( \$50.00 OF FEE RETURNED FOLLOWING AN INSPECTION OF THE FACILITY AND FINDING ALL IN ORDER)**

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FOR BOROUGH USE ONLY

RESERVATION CONFIRMED: \_\_\_\_\_

DATE \_\_\_\_\_

RESERVATION DENIED: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE/TITLE

## **Senior Center Checklist**

Please return this checklist with the key in the drop box or in person after usage of the Senior Center. Once the Center is inspected and found in order, you will receive your refund. Thank you for renting our facility.

**Party Name:** \_\_\_\_\_ **Date rented:** \_\_\_\_\_

\_\_\_\_\_ **Lights Out**

Bathrooms – Ladies, Men’s, and Handicapped  
Outside Front and Rear Entrance, Inside Front and Rear Vestibules, Hallway,  
Stage lights, Main Center, and Kitchen. (All lights are to be turned off)

\_\_\_\_\_ **Doors Locked**

Front door, back door and front door into Senior Center must be locked.  
(turn key)

\_\_\_\_\_ **Toilets Flushed**

Ladies room, Men’s room, and Handicapped restroom

\_\_\_\_\_ **Tables, Chairs, and items on tables**

All tables, chairs and items are to be returned to their place.

\_\_\_\_\_ **Kitchen**

Be sure kitchen is clean and tidy. Coffee pots emptied and cleaned. Any  
silverware or dishes used are washed, dried, and put away.

\_\_\_\_\_ **Trash**

All trash must be tied and set at the back door. Please do not overstuff  
trash bags. All liquids should be dumped before discarding cups.

\_\_\_\_\_ **Floors**

Floors should be clean in appearance. All trash is to be picked up. If there  
is a spill, please use hot soap and water and clean it up.

**If you break anything, please report it.**

**Problem? Please call – 689-0288.**

**We anticipate your cooperation.**