



CITY OF ELLSWORTH
RECREATION DEPARTMENT FACILITY REQUEST



DATE(S) REQUESTED: TIME - START: END :

PLEASE CHECK ALL THAT APPLY:

CITY HALL RENTAL

- Gym
Basement/Kitchen

HEALTH AND RECREATION FACILITY RENTAL

- Studio Room
Meeting Room
Kitchen
Gym
Ball Field(s) How many? \_\_\_\_\_

NAME (Individual or Agency):

CONTACT PERSON (if different):

MAILING ADDRESS:

TELEPHONE #: Day ( ) Night ( )

IS THIS FOR PROFIT? Yes No ESTIMATED NUMBER OF PARTICIPANTS:

WILL THERE BE AN ADMISSION CHARGE? Yes No

TABLES AND CHAIRS NEEDED? Yes No EST # NEEDED: Tables Chairs

SPECIAL REQUEST(S):

(FOR OFFICE USE ONLY)

CITY REPRESENTATIVE DATE OF APPROVAL

FEE \$ DEPOSIT \$ BALANCE \$

**FACILITY RENTAL PROCEDURES & FEE AGREEMENT**

**Facility Rental Request:** Individuals or Organizations requesting the use of the facility (Health and Rec. Center, City Hall, Meeting Rooms, etc.) are required to complete a facility request and post the applicable deposit (if required) with the City of Ellsworth. The request will be reviewed by the City of Ellsworth, and if approved, the requested times/dates/facilities will be reserved for the requesting agent. Rental fees may be waived or negotiated if one of the following conditions exists:

- a) Renter is sponsored by the City of Ellsworth
- b) Renter is the Ellsworth Health Department
- c) Renter is a non-commercial organization, provides a service to the public, and pays an exclusive use fee for a City of Ellsworth facility.

\*Final determinations will be at the sole discretion of the City of Ellsworth.

**Rental fees shall be:**

City Hall

- a) Gym  
\$150.00/4 hours  
\$300.00/8 hours  
\$500.00/2 days max
- b) Basement/Kitchen of City Hall  
\$15.00 per hour

Health and Recreation Center

- a) Full Facility  
\$150.00/4 hours  
\$300.00/8 hours  
\$500.00/2 days max
- a) Gym  
\$50.00 per hour
- b) Studio Room  
\$15.00 per hour
- c) Meeting Room  
\$15.00 per hour
- d) Kitchen  
\$100.00 per day (kitchen included)
- e) Ball Fields  
\$5.00 per hour  
\$100.00 per day per field

\*Note: Notify the Recreation Department if pertaining to a fundraising event

Additional Fees or Item Rental

- a) Chair Rental (offsite) \$0.25 per chair
- b) Table Rental (offsite) \$3.00 per table

**Special categories of Ellsworth Recreation Department Users:**

- a) Ellsworth Recreation leisure programs, classes, or activities will be exempt from payment of fees, as are all City Departments.
- b) Renter is included in one of the condition categories listed above.

**Refundable Damage Deposit:** \$25.00 per contract as a base. Rentals of the entire facility will require a minimum deposit of 1/2 the facility rental fee.

**Expectation Agreement:** I agree that at the conclusion of our rental space usage, the facility will be returned to the condition it was in upon entering the facility. This includes floors being swept, trash being removed and all tables/chairs placed back in their appropriate storage.

**Damage/Injury:** City of Ellsworth shall not be liable for any damage or injury to any Lessee, or any other person, or to any property occurring on the premises or any part thereof. Lessee agrees to hold the City of Ellsworth harmless for any claim or damages, no matter how caused.

**Signature:** \_\_\_\_\_ **Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_