

**Columbus Parks and Recreation Department**  
**2501 Lincoln Park Drive: PO Box 858, Columbus, IN 47202-0858**  
**Phone (812) 376-2686 Fax (812)375-2735**

**HAMILTON CENTER SCHOOL/PRESCHOOL RENTAL FORM**

Date of Rental \_\_\_\_\_ Taken by: \_\_\_\_\_  
 Date Requested \_\_\_\_\_ Room Requested \_\_\_\_\_ # People \_\_\_\_\_  
 Name of School \_\_\_\_\_ Ice Time: \_\_\_\_\_  
 Contact Person \_\_\_\_\_ 2nd Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Number of Students \_\_\_\_\_ Number of Chaperones \_\_\_\_\_ Grade(s) of Students \_\_\_\_\_

	<b>Base Fee</b>	<b>Each Additional Hour</b>		\$ _____	<b>Base Party Price</b>
		<b>Ice</b>	<b>Room</b>		_____ <b>Additional Hours</b>
<b><u>Bartholomew county Schools</u></b>	<b>\$0</b>	<b>\$110</b>	<b>\$25</b>	\$ _____	_____ <b>Skates @ \$2.00 ea</b>
<b><u>Schools outside Bartholomew County</u></b>	<b>\$110</b>	<b>\$110</b>	<b>\$25</b>	\$ _____	<b>Sub-Total</b>
<b><u>Bartholomew County Pre-Schools</u></b>	<b>\$0</b>	<b>NA</b>	<b>NA</b>	\$ _____	<b>Total</b>
<b><u>Preschools outside Bartholomew county</u></b>	<b>\$0</b>	<b>NA</b>	<b>NA</b>	\$ _____	<b>Deposit Due _____</b>

**Schools within Bartholomew County:** Free ice time is available for all Bartholomew county schools. An admission fee is charged of \$2.00 per student. This fee will need to be collected ahead of time and paid in one lump sum the day of the rental. The free ice time will be limited to One Hour with size of group not to exceed 100 students. If the school wants to rent ice for longer than one hour, a discounted price of \$110.00 per hour will be charged.

**Schools outside Bartholomew County:** Ice time is available for schools outside of Bartholomew county for a discounted price of \$110.00 per hour and a fee of \$2.00 per student. This skate rental fee will need to be collected ahead and paid in one lump sum payment the day of the rental.

1. Set-up and removal of tables and chairs is done by park department staff. Note: Renters may be able to decorate a minimum of 15 minutes prior to the actual room portion of your party.
2. Renters are required to vacate the party room and the ice time at the designated completion of their of their rental. A fee may be assessed for any additional time the room/ice is occupied over the allotted time.
3. Persons renting the facility may have a pitch-in event or a catered event using a caterer of their choosing. Catered events must adhere to the Kitchen Rules/Procedures policy for catered functions. (See number 5).
4. It is understood that any damage to facilities or equipment, which might occur as a result of this usage will be the responsibility of the user to restore to owner's satisfaction.
5. The kitchen is only to be used for the refrigerator, ice machine, sinks and counter space if available. **NO FOOD PREPERATION IS PERMITTED.**
6. Hamilton Center is a non-smoking facility.
7. **Indiana sales tax will be collected on all rentals.** (If you are exempt from collection of Indiana Sales Tax you must provide a completed exemption certificate to us for our records.)

**Renter's Signature:** \_\_\_\_\_

**Deposit paid \$** \_\_\_\_\_ **Date Pd.** \_\_\_\_\_ **Check** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Charge** \_\_\_\_\_ **Received by** \_\_\_\_\_

**Balance Due \$** \_\_\_\_\_ **Date Due** \_\_\_\_\_

**Balance Paid \$** \_\_\_\_\_ **Date Pd.** \_\_\_\_\_ **Check** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Charge** \_\_\_\_\_ **Received by** \_\_\_\_\_

**HC Program Coordinator Signature** \_\_\_\_\_ **Contact Date** \_\_\_\_\_ **Approval Date** \_\_\_\_\_

*Contract only valid with Manger approval: Manager will contact Renter to verify rental details*