



FOR OFFICE USE ONLY	
RM	DAY
PD	AMT

THE STRATTON COMMUNITY CENTER
 215 Washington Street, Shelbyville, KY 40065
 502-633-1220

RESERVATION FORM AND RENTAL AGREEMENT

Reservations are accepted up to 6 months in advance at the office of **Shelby County Occupational Tax-Rusty Newton, 501 Main Street, Suite 15, Shelbyville, KY 40065**. To reserve your date, a signed rental agreement and full payment is due at the time of reservation. The Shelby County Fiscal Court accepts cash or check made payable to **Shelby County Fiscal Court**. Please make payment in the exact amount, our office does not have the ability to make change. The Building Key may be picked up one business day prior to reservation and returned the next business day after reservation. In addition to the cost of the rental, a **\$100 refundable key deposit is required at the time building key is picked up**.

CONTACT INFORMATION:

Renter: _____ Today's Date: _____

Mailing Address: _____

Contact Person: _____

Phone: _____ E-mail: _____

RESERVATION INFORMATION:

Date: _____ Approximate Number of Guests: _____

Time: *(include set up and clean up time)* from: _____ to: _____

Name or Type of Event: _____

Equipment Requested: _____

Please use the chart below to calculate rental cost. Rental hours must include time for set-up, event and clean-up. All activity must be completed and lights out by 11:00 p.m.

	Large Room	Small Room	Both Rooms
Hours 9:00 a.m. - 11:00 p.m.	\$50 per hour	\$25 per hour	\$60 per hour
Hours _____ to _____ = _____ Total hour(s)	_____ X \$50 Hour(s) = _____	_____ X \$25 Hour(s) = _____	_____ X \$60 Hour(s) = _____



THE STRATTON COMMUNITY CENTER

215 Washington Street, Shelbyville, KY 40065

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Office Hours: M-F 8:30 a. m.- 4:30 p.m.

RENTAL AGREEMENT

1. In case of cancellation, written notification must be received 30 days prior to the event to receive a full refund. Should a cancellation occur after this deadline, the rental fee will not be refunded.
2. The Rooms at the Stratton Center are set up in a banquet style table and chair configuration. If another configuration is desired, Renter must rearrange the room and return it to the original configuration after the event. (Time for these changes must be included in the rental agreement.)
3. Renters may not attach anything to the building walls, ceilings, furniture or appliances with tacks, staples, glue or any tape other than PAINTERS TAPE.
4. Any cables or electric cords that are stretched across the floor shall be taped down securely to avoid accidents.
5. The Renter will be billed for any damage or losses to the room(s) or Stratton Community Center property that may occur during the rental.
6. The Shelby County Fiscal Court is not responsible for any lost or stolen personal items.
7. Smoking and Alcoholic Beverages are prohibited in the Stratton Community Center.
8. Renter is responsible for leaving the room in the same condition as it was upon arrival. Renter must remove all leftover food and trash from building and place in the outdoor trash bin behind the building. Kitchen area, including sink and counters, and tables shall be wiped clean.

Renter agrees to hold the Shelby County Fiscal Court and its agents, employees and volunteers harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said renter or any and all members of the renter's party while in the Stratton Community Center. Renter agrees to fully reimburse the Shelby County Fiscal Court for any damage arising from the use of the property, and any costs and legal fees incurred in the collection of said reimbursement.

I, _____ the undersigned, have read and agree to the facility guidelines as set forth in this agreement.

Signature: _____ Date: _____

Form of Payment: _____



————— *the* —————
STRATTON COMMUNITY CENTER
 215 Washington Street, Shelbyville, KY 40065

GENERAL INFORMATION AND POLICIES:

- The Stratton Community Center is a one-story building with two (2) meeting rooms made available for use by the Shelby County Fiscal Court. The two rooms are completely private, divided by a spacious lobby complete with separate men’s/women’s restroom facilities. Each room is fully carpeted, has its own kitchen, heating/air temperature control, and wireless Internet.
- The rental office for the Stratton Center is located on the second floor of the Historic Courthouse in downtown Shelbyville- 501 Main Street, Suite 15, Shelbyville, KY 40065, 502-633-7685. Reservation inquiries can be made by telephone or in person M-F, 8:30 am to 4:30 pm.
- Rooms are available for meetings, workshops, classes, press conferences, readings, business receptions and private receptions.
- No Smoking or Alcoholic Beverages Permitted.
- Room rental is subject to availability. Shelby County Government Fiscal Court Meetings, Boards and Commissions have first priority. The Fiscal Court reserves the right to decline rental requests or may choose to cancel/reschedule any event due to property difficulties such as interruption of utility services, inclement weather, or catastrophic occurrence that may jeopardize the safety and wellbeing of the community.
- Individuals or groups may rent Stratton Center rooms a maximum of once per month.
- Rental hours must include time to set-up and cleanup. A signed *Facility Use Agreement* and full payment are required to secure your reservation request.
- Renter(s) may collect Stratton Center key one (1) business day before reservation at which time a \$50 key deposit is due. Return of key due one (1) business day after reservation.

RENTAL TIMES/ RATES

	Large Room	Small Room	Both Rooms
Weekdays 9 :00 a.m. - 11:00 p.m.	\$50 per hour	\$25.00 per hour	\$60 per hour
Weekends 11:00 a.m. - 11:00 p.m.	Total due at reservation	Total due at reservation	Total due at reservation
* KEY Deposit: (Refundable)	\$100- due at pick up	\$100- due at pick up	\$100- due at pick up

SIZE: CAPACITY: (maximum seating)

Large Room: 2,400 square feet Large Room: Seats 100 with tables and 150 without tables Full Kitchen: 280 square feet Small Room: Seats 35 with tables, 35 without tables
 Small Room: 754 square feet
 Full Kitchen: 204 square feet

EQUIPMENT: Tables and chairs available for use at no additional charge.

Twelve (12) 60” White Round Banquet Tables
 Twelve (12) 96” White Rectangular Banquet Tables
 Two Hundred Padded Black Chairs

KITCHEN:

Renters may use the refrigerator, sink and stove in the kitchen area for no additional charge. The kitchen is intended to be used for serving and reheating only, not for any substantial cooking or catering. Renters must bring their own kitchen supplies, cleaning and paper goods. Trash bags are provided. Trash and recycling must be taken outside to the appropriate bin.

PARKING:

The Stratton Center Lot contains 20 parking spaces, some of which may be used by staff and visitors during regular business hours (M-F, 8:30-4:30). Additional parking is available along Washington Street.