

Battlecreek Commons Association Inc.

1823 Lexington Circle SE

Salem, Oregon 97306

Phone: 503-362-9284 Fax: 503-364-2246

Email: battlecreekcommons@gmail.com

Application for Use of the Recreation Hall

Name: _____ Today's Date: _____

Address: _____

Phone #: _____

The undersigned request use of the recreation hall on _____.

During the hours of: _____ to _____.

The hall will be used for the purpose of _____

with approximately _____ persons in attendance.

NOTE: Swimming pools are NOT included in this reservation.

- I have read the rules and regulations that govern the use of the recreation hall and agree to abide by them.
- I have attached a check in the appropriate amount for the rental fee according to the schedule below.
- I have attached a separate check in the amount of \$100 for the cleaning deposit, which is refundable if the recreation hall is left undamaged and clean.
- Both checks should be made out to **Battlecreek Commons**.

Rental Fee Schedule:

√	Item	Fee
	Organized activities of the association	No Fee
	Association members only event	No Fee
	Association member and others	\$25
	Less than 20 persons	\$25
	20 - 34 persons	\$35
	35 - 65 persons	\$70
	More than 65 persons (Board Approval Required)	\$100.00
	Use of BBQ-er	\$15

Resident Signature: _____

Approved by _____ on _____
(Name) (Title) (Date)

Notes: _____

Revised 06/01/18

HOW TO SUBMIT: Print and please sign this form, attach other documents (if necessary), and return to Clubhouse drop box.