

FACILITY RENTAL REQUEST FORM

Requests must be submitted no later than 30 days or no earlier than 6 months prior to event date.

Recreation Complex Fees:

- Meeting Rooms: \$35 per hour
- Gymnasium: \$64.00 per hour
- Pool: \$76 per hour (\$12.67 per lane/hr.) extra lifeguard fee could apply
- BBQ Area: \$157 for a 4-hour period and \$42/hr. for additional hours
- Kitchen: \$30 per hour

A fee will be charged for liability insurance coverage. That fee depends on your event activity and guest count. Generally, the fee for less than 100 attendees is \$85.00 or \$119 for more than 100 attendees.

A refundable cleaning/damage deposit is required 30 days in advance of event. Group Rentals may be subject to a refundable \$500 minimum or \$1,500 maximum Security Deposit at the discretion of the City of South Lake Tahoe.

Please provide the following information to begin the rental process:

Full name (responsible party) _____

Mailing Address _____

Phone _____

E-mail Address _____

Date of Event _____

Type of Event _____

Number of expected attendees _____

Will Food be served? Yes _____ No _____

Will you be serving alcohol? Yes _____ No _____

(there is an additional fee for serving alcohol at an event)

Please select the facilities that you would like to rent and list rental times (include set up and clean up times):

Kitchen _____

Gym _____

Pool _____

Aspen Meeting Room _____

Cedar Meeting Room _____

Douglas Meeting Room _____

Backyard BBQ Area _____



RETURN COMPLETED FORM TO: FacilityRental@CityofSLT.us