



**CITY OF PORTLAND
RECREATION & FACILITIES MANAGEMENT DEPARTMENT
Community Center Rental Application**

COMMUNITY CENTER RENTAL SPACE

Please check the box next to the facility you wish to rent and see below for prices.

Cummings Community Center ~ 756-8275 134 Congress Street, Portland Maine 04101	<input type="checkbox"/>	East End Community Center ~ 773-8222 195 North Street, Portland, Maine 04101	<input type="checkbox"/>
Riverton Community Center ~ 874-8455 1600 Forest Avenue, Portland, Maine 04103	<input type="checkbox"/>	Reiche Community Center ~ 874-8873 166 Brackett Street, Portland, Maine 04102	<input type="checkbox"/>
Riverton Community Center Pool ~ 874-8456 1600 Forest Avenue, Portland, Maine 04103	<input type="checkbox"/>	Reiche Community Center Pool ~ 874-8874 166 Brackett Street, Portland, Maine 04102	<input type="checkbox"/>
Peaks Island Community Center ~ 766-2970 Island Avenue, Peaks Island, Maine 04108	<input type="checkbox"/>	Kiwanis Community Pool ~ 772-4708 156 Douglas Street, Portland, Maine	<input type="checkbox"/>

Name of Organization			
Contact Person			
Address		*Email Address	
City	State	Zip Code	
Home Phone	Work Phone	Cell Phone	

**The email address you provide will only be used to send an electronic confirmation.*

Date(s) Requested: <i>(Please include day of week and date)</i>	Time(s) Requested: <i>(Please include set-up & clean-up time.)</i>
Example: Saturday, November 29, 2008	Example: 12:00 p.m. – 3:00 p.m. / Actual Event 1-2pm

Estimated Attendance <i>(please check one)</i>										
5-20		21-40		41-60		61-100		101-120		121+

Pool Rental Only ~ Average Age of Participants <i>(please check one)</i>							
6 yrs or under		7-12yrs		13-17yrs		18yrs & older	

RENTAL INFORMATION	
Community Space Requested <i>(i.e. gym, large room, pool)</i>	
Type of Function <i>(i.e. birthday, company party, etc.)</i>	
Please list any special needs your function may have: <i>(i.e. tables, chair, etc.)</i>	

FEE SCHEDULES

GYM RENTAL FEE SCHEDULE (Per Hour)
**Rentals outside of normal Recreation Program times will be charged an additional staffing fee.
 **Custodial fees may be applied for weekend rentals @ Reiche, Riverton & East End Community Centers & Pools.*

Gym Rental	Resident Cost/ 1 st Hour	Non-Res Cost/ 1 st Hour	Cost/ Additional Hour	Gym Rental	Resident Cost/ 1 st Hour	Non-Res Cost/ 1 st Hour	Cost/ Additional Hour
FOR PROFIT GROUPS				FOR NON-PROFIT GROUPS			
East End Gym	\$77.00	\$82.00	\$30.00	East End Gym	\$32.00	\$37.00	\$20.00
Riverton Gym	\$77.00	\$82.00	\$30.00	Riverton Gym	\$32.00	\$37.00	\$20.00
Reiche Gym	\$52.00	\$57.00	\$20.00	Reiche Gym	\$27.00	\$32.00	\$15.00

YOUTH GROUPS GYM RENTAL FEE SCHEDULE		COST / HOUR	
East End & Riverton Community Center Gym		\$17.00	
Reiche Community Center Gym		\$12.00	

COMMUNITY CENTER RENTAL FEE SCHEDULE COST / HOUR		LARGE ROOM	SMALL ROOM
East End Community Center ~ Reiche Community Center ~ Riverton Community Center		\$32.00	\$17.00
Cummings Community Center		N/A	\$17.00

COMMUNITY POOLS FEE SCHEDULE (Per Hour)					
Riverton / Reiche / Kiwanis Portland Resident <i>(up to 20 people)</i>	\$85.00	+ \$20.00/hr <i>for additional life guard</i>	Riverton or Reiche Pool Non- Resident <i>(up to 20 people)</i>	\$95.00	+ \$20.00/hr <i>for additional life guard</i>

STAFFING FEES			
*Recreation Staff Fees	\$20.00/hour	**Custodial Fees	\$25.00/hour

TOTAL AMOUNT DUE	\$	SECURITY DEPOSIT DUE	\$
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