

RESERVATION PROCEDURES GARNER SENIOR CENTER AND FITNESS ANNEX



I. Portions of the Garner Senior Center and Fitness Annex are available to groups and individuals by reservation on a first come, first served basis for not-for-profit, public and private events and activities when not in use by the Parks, Recreation and Cultural Resources Department.

II. Groups and individuals may reserve the facility by completing an ***Application for Use*** and payment of the appropriate reservation deposit.

III. Reservation Procedures

A. Reservations for use of the Garner Senior Center may be made a minimum of 30 days and a maximum of 6 months prior to the requested date of use.

C. All other payments (Use Fee and Food Service Fee) are due 30 days prior to the requested date.

D. Cancellations

More than 90 days prior to event --- \$50 fee

90-30 days prior to event --- \$150 fee (security deposit)

Less than 30 days prior to event --- no refund

E. Event times may be changed up to 14 days prior to the requested date. At 14 days prior to the requested date, the information on the application will be binding, therefore it must be accurate. Staffing and other arrangements will be made based on information contained on the application.