



Troy Community Center Facility Rental Information

Reservation Process: Submit a reservation form along with a \$30 (\$60 for 304/305) non-refundable deposit per room to the Troy Community Center two weeks in advance. The reservation will be confirmed via email. Full payment is due at least 10 days before the event. Cancellations must be requested 10 days before the event in order to obtain a refund (excluding deposit) on the room rental. **NEW POLICY! Any group having food or drinks in Rooms 303, 304, 305, or 402 will be charged a \$150 damage deposit fee. If renting rooms 304 and 305, the damage deposit will be \$250. The damage deposit will be refunded within one week of the rental only if the rooms are returned to their original condition. If the rooms are not returned to the original condition, the cost of damages will be deducted from the damage deposit. If the damages are in excess of the damage deposit, the renters are liable for the full cost. Deposits must be made by credit card.**

Room	Square Feet	Room Capacity	Monday to Friday	Saturday and Sunday
Indoor Pool	5,000	150	\$316	\$356
Gym (Full)	13,400	300	\$150	\$150
Gym (Half)	6,700	150	\$90	\$90
Dance Studio A or D	2,764	75	\$85	\$85
Dance Studio B or C	1,260	35	\$85	\$85
Arts and Crafts Room	1,143	32	\$60	\$60
Activity Room 503	877	60	\$60	\$85
Activity Room 504	1,161	49	\$60	\$85
Dining Room 402	2,319	125	\$60	\$85
Conference Room 403/404	195	8	\$30	\$30
Meeting Room 301/302	1,120	65	\$60	\$85
Meeting Room 303	1,910	125	\$60	\$85
Banquet Room 304	2,492	150	\$60	\$85
Banquet Room 305	2,564	150	\$60	\$85
Banquet Room 304 & 305	5,056	312	\$95	\$140

Rates listed above are per hour during regular business hours: Mon-Fri: 8 am – 9 pm , Sat: 8 am – 8 pm , Sun: 9 am – 6 pm
A staffing fee of \$30/hour (\$40/hour on holidays) will be assessed for events that require additional personnel at the discretion of management. Minimum of 2 hour after hour rental for pool.

Room Rental Discounts:

- **Troy Business/Resident** - A 10% discount on the room reservation fee applies to any business located within the Troy city limits or Troy resident applying for a reservation.
- **Non-Profit Troy Group** – Any reservation made by a Troy resident who is the representative for a non-profit tax exempt corporation (must provide a 501 (C) tax exempt certificate) will receive a 50% discount (excluding pool rentals). These Troy non-profit groups are permitted to use listed AV equipment at a 50% discount, and must pay full price for services such as a direct internet connection, phone line connection, copies and linen.
- **Multiple Reservations** – For every 12 reservations made at one time, a group will earn a free reservation of similar time and duration (AV equipment is not included).
- **Kosch Catering** – Groups that utilize Kosch Catering for food and beverage service are eligible for a 35% discount on the room rental rate. Refer to the Food Policy on the back of this form for qualifying purchases. **See back for details.**

Audio/Visual Equipment:

Additional equipment such as a TV with DVD player, microphone, CD player and more are available for an additional fee. Fees listed below. Troy non-profit groups receive a 50% discount on audio/visual equipment

CD Player - \$10	Microphone, Wireless/Lapel - \$15	Telephone Line - \$25
Computer Projector- \$50	Piano - \$50	TV (32")/DVD/VCR - \$20
Copies - \$.25 each	Podium - \$15	TV (50")/DVD/VCR - \$30
Direct Internet - \$50	Projection Screen - Free	White Board - \$15
Easel/Flip Chart - \$15	Stage (portable) - \$50	Wireless Internet - Free



Troy Community Center Food/Beverage/Room Policies

Groups that would like to serve food or beverages at their events have the following options:

Order from the preferred Community Center city caterer:

If a qualifying meal is ordered, the group will receive a 35% discount on the room rental charges (excluding labor) provided the following conditions are met:

- Qualifying food order of \$300 or more
- Minimum two (2) hour room rental
- Food and beverages are ordered from Kosch Catering (248.608.0690). Alcoholic beverage service available through Kosch Catering only.

Order from another caterer or carry in food prepared from home, store or restaurant: (Sunday - Friday only!)

The following charges and conditions will apply:

- Cleaning Fee - \$50 (if using 304 and 305 cleaning fee is \$100).
- Service Fee (per person) - \$.75 for breakfast, \$1 for lunch, \$2 for dinner
- The service fee will be charged for continental breakfasts.
- Caterer or group will not have access to the kitchen area.
- The food being served is only available to members of the group and cannot be served to the public.

Additional Information:

1. Non-profit resident tax exempt (501c) organizations are permitted to carry in food prepared from home with incurring the cleaning fee.
2. The kitchen is not available for use by any group except by the "city" caterer who may use it in the process of staging their meal.
3. Kosch Catering is the preferred caterer and has exclusivity of events taking place on Saturdays.
4. Kosch Catering requires a ten day notice for any catering or alcohol reservations.

Linen Service:

Cloth table linens and napkins are available through Kosch Catering for events that they cater. For other events, the Community Center has the following available for rent (White). **Please call for pricing.**

- Oval Table Linen (90" x 90")
- Rectangular Table Linen (120" x 52")

Additional Room Rental Information:

- Projection screens, chairs and tables are part of the room rental fee.
- Wireless and lapel microphones are available for a charge.
- Wireless internet access is available throughout the facility at no charge.
- Audio-visual equipment may not leave the premises.
- No Red or orange drink permitted.
- No fire, flames, candles, or smoke makers allowed in any rooms.
- No selling merchandise or direct profit made during your reservation.

New Damage Deposit Policy (\$250 for 304 & 305; \$150 for 303, 304, 305, and 402)

- Damage Deposit will be charged if there is food or drink during your room rental. (Credit Card Only)
- Inform the building supervisor of any issues at the beginning of your party.

The damage deposit will be refunded within one week of the rental only if the rooms are returned to their original condition. If the rooms are not returned to the original condition, the cost of damages will be deducted from the damage deposit. If the damages are in excess of the damage deposit, the renters are liable for the full cost. Deposits must be made by credit card. Excessive damage may result in loss of rental privileges.