



RENTAL REQUEST

Fill out the [rental request form](#) here. Requesting a reservation does not guarantee a rental. Rentals are guaranteed once all paperwork has been completed and payment has been received.

- Requests must be done at least two weeks in advance.

Recreation Center Room	Size	Number of People	Resident/Non-Resident	Commercial Rate*	Deposit
Multi-Purpose Room	38' X 69'	Up to 200 people	\$45/\$65 per hour	\$85 per hour	\$150
Gym 1, 2 or 3	104' x 71'	200+	\$80/\$100 per hour	\$125 per hour	\$300
Gym 2 & 3	104' x 141'	300+	\$150/\$170 per hour	\$200 per hour	\$400
Classroom 5/6	27' x 38'	Up to 120 people	\$40/\$60 per hour	\$80 per hour	\$150
Equipment	Size/Number of People		Resident/Non-Resident	Commercial Rate*	Deposit
10 round tables	Up to 8 people		N/A	N/A	N/A
16 rectangle tables	Up to 8 people		N/A	N/A	N/A
150 folding chairs	N/A		N/A	N/A	N/A
Scoreboard	N/A		\$30 per hour	\$30 per hour	\$150
Pickleball Nets	N/A		\$10 per hour per net	\$10 per hour per net	\$150
Staffing Fee (for hours outside recreation hours)	N/A		\$40 per hour	\$40 per hour	N/A

* Commercial rates are required for a business entity renting and/or if a rental is charging spectators or participants at any time.

IMPORTANT INFORMATION

- The renter is required to set up and take down any tables and chairs they plan to use.
- The renter is responsible to empty garbage and sweep/mop.
- Rental time requested includes set up and take down time.



- For rentals outside of normal operating hours of the rec center, a staff fee of \$40 per hour is required.
- If renting the gyms for a sporting event, spectators are not allowed to watch the event from upstairs. All spectators will be required to stay within the rented space except for bathrooms.
- Larger rentals/events may be required to provide their own staff to keep spectators within the rented area and out of member only areas.
- Based on the number of people at the event, a special event permit maybe required (<https://www.plgrove.org/events/>)
- Questions? Email Megan at mzollinger@pgcity.org