

**APPLICATION INFORMATION
For Facility Use Application**

**BELMONT RECREATION CENTER
441-6789
1234 JUDSON ST.**

Call the Center to reserve the day and time of the event. Complete the Facility Use Application.
(Rental time must include set-up and clean-up).

**Mail or Deliver to:
Belmont Recreation Center
Lincoln Parks and Recreation
1234 Judson St.
Lincoln, NE 68521**

The Center and/or Room will be available at the time indicated on the Facility Application.
(Rental time must include set-up and clean-up).

Dimensions: Room 10 - 975 sq. ft. Room 12 - 500 sq. ft. Room 14 - 700 sq. ft.

Room Capacity: (Capacities are based on the number of tables and chairs allowed to meet fire codes.)
Room 10's capacity is 80. Room 12's capacity is 40. Room 14's capacity is 65.

Tables:	Number	Kind	Each Will Seat	Total
	12	2' x 12' rectangular	10-14	120-168
	7	60" round tables	4-6	28-42
	2	6' tables	4-6	8-12

(There are seven round tables in the canteen area, which can be used during after-hour rental only.)
Remember to consider serving tables in your planning.

Chairs: 160 grey folding chairs, 30 Bucket chairs

Items available at no additional cost:

100 cup coffee pot, 60 cup coffee pot, podium, movie screen and the refrigerator

Cleanup: You are to leave the building and/or room as you found it. This entails cleaning tables and chairs, sweeping the floor, and emptying trash cans. Cleaning supplies will be provided.

(Rental time must include set-up and clean-up). Overtime staff costs may be bill due to additional cleaning, if necessary.

Note:

Fitness equipment (weight machine, running track, exercise loft) is off limits to rental participants.

NOTICE: Latex balloons are **not** allowed in the gym!

Accessibility:

The wheelchair accessible entrances are located on the south side of the building. The entrance and restrooms are wheelchair accessible as well.

Map:

Contact the Belmont office to obtain a map showing the location and directions to the center. You may make copies of the map.