

# Albany JCC rental inquiry

Name: \_\_\_\_\_ Current JCC member: YES or NO

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Rental time: \_\_\_\_\_ Number of people: \_\_\_\_\_

Room (circle one): Gym – ½ or Whole Senior Centers Auditorium Pavilion

\*A certificate of insurance is required for all rentals.

Notes: \_\_\_\_\_

## Rooms – 2 hour minimum:

	MEMBERS	NON MEMBERS	EX HRS
Auditorium:	\$315	\$365	\$95
Sr. Center	\$189	\$239	\$75
Pavilion	\$160	\$195	\$75

## Rooms – 1 hour minimum:

	MEMBERS	NON MEMBERS	EX HRS
GYM – half	\$120	\$150	\$90
GYM – full	\$215	\$245	\$150

## Room Capacities:

- Senior Center with tables Max. Capacity 60 people
- Senior Center without tables Max. Capacity 75 people
- Auditorium with tables Max. Capacity 100 people
- Auditorium without tables Max. Capacity 150 people

\*Rental will not be official until all documents are signed and returned and payment is received in full\*

Please email completed form to [alannac@albanyjcc.org](mailto:alannac@albanyjcc.org)

## Staff Only

Contacted  Sent Contract  Date Scheduled  Extra staff needed   
Received COI  Received Contract  Received Payment