

Rockvale Community Center

Rental Procedure

The following new procedure for renting the Rockvale Community Center: Gym and/or Kitchen/Meeting Room; or baseball field, no longer has enquirers contacting Thompson Services for rental information; the Rockvale Ruritan Club is now directly handling the rental process.

The Meeting Room with 12 tables and 24 chairs will accommodate meetings, receptions or other social events is available for rent. There is a kitchen area with stove, microwave, refrigerator and sink. A gymnasium with a full-size basketball court, but no air conditioner for cooling, is also available for rent.

Rental Cost and Procedure for Renting Rockvale Community Center

1. Rental Fees:
 - Kitchen and Dining Area = \$40 Hr.
 - Gym = \$40 Hr. (w/o Heaters)
 - Kitchen/Meeting Room and Gym Rented at same time = \$60 Hr.
 - Use of Gym Heaters = \$20 Hr. in addition to Gym Rental Rate
 - Baseball Field: \$40/1.5 Hrs. Lights not allowed on Sunday or Wednesday evening. No field use before 12:00 Noon on Sunday.
 - Security Deposit = \$50 (Refundable); Not required for Baseball Field Rental; Community Center Only
2. The facility is rented on a first-come basis.
3. Check the availability of the area of the Rockvale Community Center you want to rent (dining-meeting area/kitchen area; and/or gym area) by viewing the availability via the following rental calendar link: <http://www.localendar.com/public/RockvaleRuritan>
4. If the desired area is available on the date and time you want to rent, download the following pdf rental documents, print, and complete: [Rental Contract.pdf](#) [Facility Use Requirements.pdf](#) [Rental Waiver Agreement.pdf](#); OR, pick up printed copies of the rental documents that are located in the Rental Document Box next to the Key Return Box; both attached to the wall to the right of the main entrance glass door to the Rockvale Community enter.
5. Submit the completed rental documents and the required rental fee plus security deposit by placing the completed/signed documents and check in an envelope, placing the envelope in the Facility Rental Submission Box (and Key Return Box) located on the wall to the right of the main entrance glass door to the Rockvale Community Center, then call one of the following Rockvale Ruritan Club members as soon as possible to make the Ruritan Club aware of your submission: **Eddie Macon (615) 542-1911, or Amberly Clemons (615) 336-6516, or Bob Farris (615) 274-6215**. You will be contacted by the Rockvale Ruritan Club to arrange the delivery of keys to allow access to the facility on the date requested.
6. After use of the facility and the front door locked, return the facility key(s) by placing the key(s) in the Key Return Box (located on the wall to the right of the main entrance glass door to the Rockvale Community Center). Failure to return the key(s) can constitute forfeiting the refundable \$50 deposit, incurring possible extra charges for re-keying the facility, and a possible ban on future use of the facility.
7. The \$50 Security Deposit will not be refunded if the rented area has not been properly cleaned, lights turned off. or and damage to the facility after your activity.

Thanks, and hope you enjoy using the Rockvale Community Center.

Rockvale Ruritan Club