

# Sanderford Road Center

## Rental Information

Rooms	Capacity	Cost
Multi-Purpose A	75	\$60/hr
Multi-Purpose B	30	\$35/hr
Kitchen	N/A	\$20/hr
Picnic Shelter	60	\$15/hr
Outdoor Basketball	N/A	\$20/hr
Open Spaces	N/A	\$20/hr



### Hours of Operation

Monday-Friday	2:00-8:00pm
Saturday	11:00am-5:00pm
Sunday	Closed

Application Fee:	\$15
Security Deposit:	\$100
Supervisory Fee:	Additional \$20/hour beyond normal hours

### Rental Procedures

All rentals are for a two-hour minimum.

Applications are accepted Monday-Friday, 2:00pm-8:00pm.

Reservations for facility must be made a minimum of two-weeks in advance.

Patrons may reserve the facility a maximum of four months in advance.

All fees are due at the time of reservation.

Kitchen is for catering and warming only.

Alcohol is prohibited.

No rentals accepted after 10:00pm.

Only free standing decorations are allowed.

Chairs and tables must be properly stacked before you leave.

Please allow time for set up and clean up in your rental time.

Please check in and out with front desk attendant.

For picnic shelter rentals, tables are stationary and cannot be moved.

The park gate cannot be unlocked nor are vehicles allowed in the picnic area.

### Refund Policy

100% refund/credit if department cancels activity. 85% refund/credit of recoverable fee if patron cancels 14 calendar days or more in advance of first day of program/rental. 100% transfer of recoverable fee if patron requires a change 14 calendar days or more in advance of first day of program/rental. No refund/credit transfers if patron cancels less than 14 days in advance of the first day of the program/rental. Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability. Refunds must be requested in writing.