McCordsville Community Center Rental Packet



McCordsville
INDIANA

Welcome to the McCordsville Community Center!

Thank you for considering our facility for your upcoming event. Whether you are hosting a milestone birthday, a family reunion, a neighborhood gathering, or a corporate meeting, the McCordsville Parks and Recreation Department is thrilled to welcome you.

Our community center is designed to be a versatile, vibrant gathering space for everyone in our town. We take great pride in maintaining a clean, safe, and modern environment, and we are dedicated to helping your event run as smoothly as possible.

This rental information packet contains everything you need to know to plan your event, including our facility guidelines, capacity details, amenities list, and clean-up checklists. Because this is a public, community-funded building, we kindly ask that you review these policies carefully. Adhering to these guidelines ensures we can keep the center beautiful and affordable for all McCordsville residents for years to come.

If you have any questions, want to schedule a tour of the space, or are ready to book, please do not hesitate to reach out to our team.

Thank you for choosing McCordsville Parks—we look forward to helping you host a memorable event!

Warm regards,

The McCordsville Parks and Recreation Team
Email: parks@mccordsville.in.gov
Phone: 317-335-0307 ext: 331
Website: mccordsvilleparks.org
Address: 7580 N Form St McCordsville, IN, 46055



History of the Building

The walls of the McCordsville Community Center carry a rich history of dedication and public service. Established in 1952, the McCordsville Volunteer Fire Department served as the town's first line of emergency defense for nearly seven decades. Operating entirely on the dedication of local volunteers who left their homes and workplaces at a moment's notice, the station was a cornerstone of safety and community connection.

As our town grew, the volunteer department consolidated into the Vernon Township Fire Department in 2019 to provide expanded coverage. Following the opening of a brand-new, 24/7 full-service fire station on 900 N in 2023, the town of McCordsville stepped in to ensure this historic property remained a permanent public asset. Transformed by the McCordsville Parks and Recreation Department, the former firehouse has been repurposed into a vibrant, modern gathering space—preserving its legacy of bringing neighbors together for generations to come.

Booking

All facilities are rented on a first-come, first-serve basis with town use taking priority. Facilities can be booked on our website, mccordsvilleparks.org, over the phone, or in-person at least 7 days before the date of your event. The total amount of the rental is due in full at the time of booking. Proof of residency is required to receive resident rate. Taxes charged on all rentals.



Availability

Monday - Thursday: 9:00am - 9:00pm
Friday - Saturday: 10:00am - 10:00pm
Sunday: 12:00pm - 10:00pm

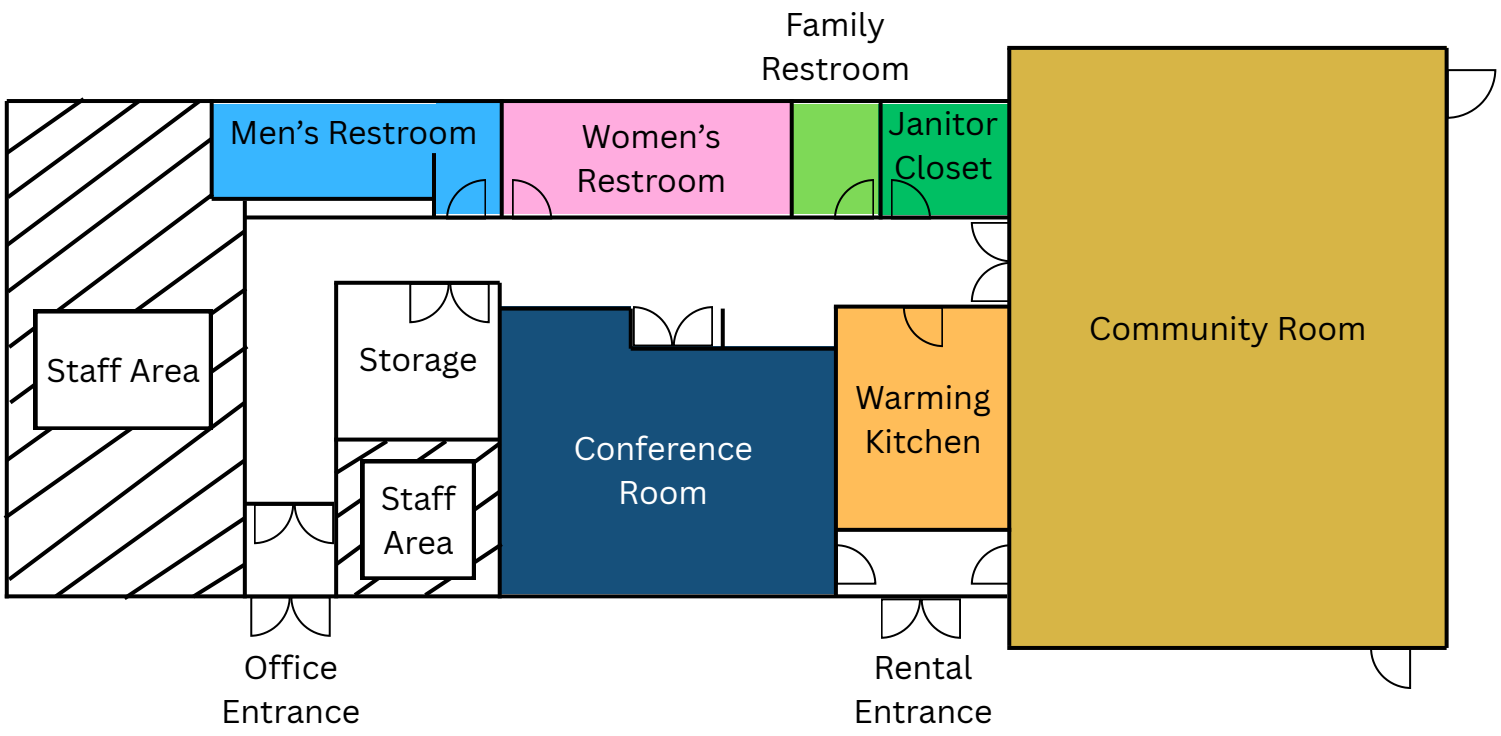
Refund & Cancellation Policy

To receive a full refund (minus administrative fees), you must cancel in writing at least 14 days before your rental starts. No refunds are given for cancellations made within 14 days, no-shows, or early withdrawals. If the town cancels your rental due to official business, you will receive a full refund. Refunds will be issued via your original payment method. Exceptions for extraordinary circumstances, like medical emergencies, are reviewable with documentation at the discretion of the McCordsville Parks Department.

Responsibilities and Expectations of Renter

- The renter will serve as a the contact person for the Town and is responsible for coordinating details with the Town, such as, but not limited to set up, building access, and instructions for use. They are also the on-site responsible party.
- The renter is responsible for set up and tear down of rental.
- The renter is responsible for restoring the facility to its original clean and neat condition. Staff will provide cleaning checklist and supplies.
- The renter is responsible for any damage to the property beyond normal wear and tear. Staff will inspect the property after the rental, document any damage with photos and written reports, and provide the renter with an itemized statement and repair cost. The renter will be billed for the cost of repairs.
- All parking ordinances must be observed.
- Noise must be controlled so as not to disturb neighboring properties or other users. The Town reserves the right to terminate any activity that is disruptive, unsafe, abusive, or destructive.
- Smoking is prohibited anywhere within the Community Center and upon the grounds of the Community Center building including parking lots.
- Alcohol is not permitted.
- Use of confetti cannons, colored smoke bombs, powder cannons, powder extinguishers, fireworks, and glitter are not allowed in the building or on the property.
- Refreshments and food are allowed in the Community/Conference Rooms. Foods or drinks with a red dye are not allowed in the Conference Room.

Building Layout



Community Room

1680 SQ FT

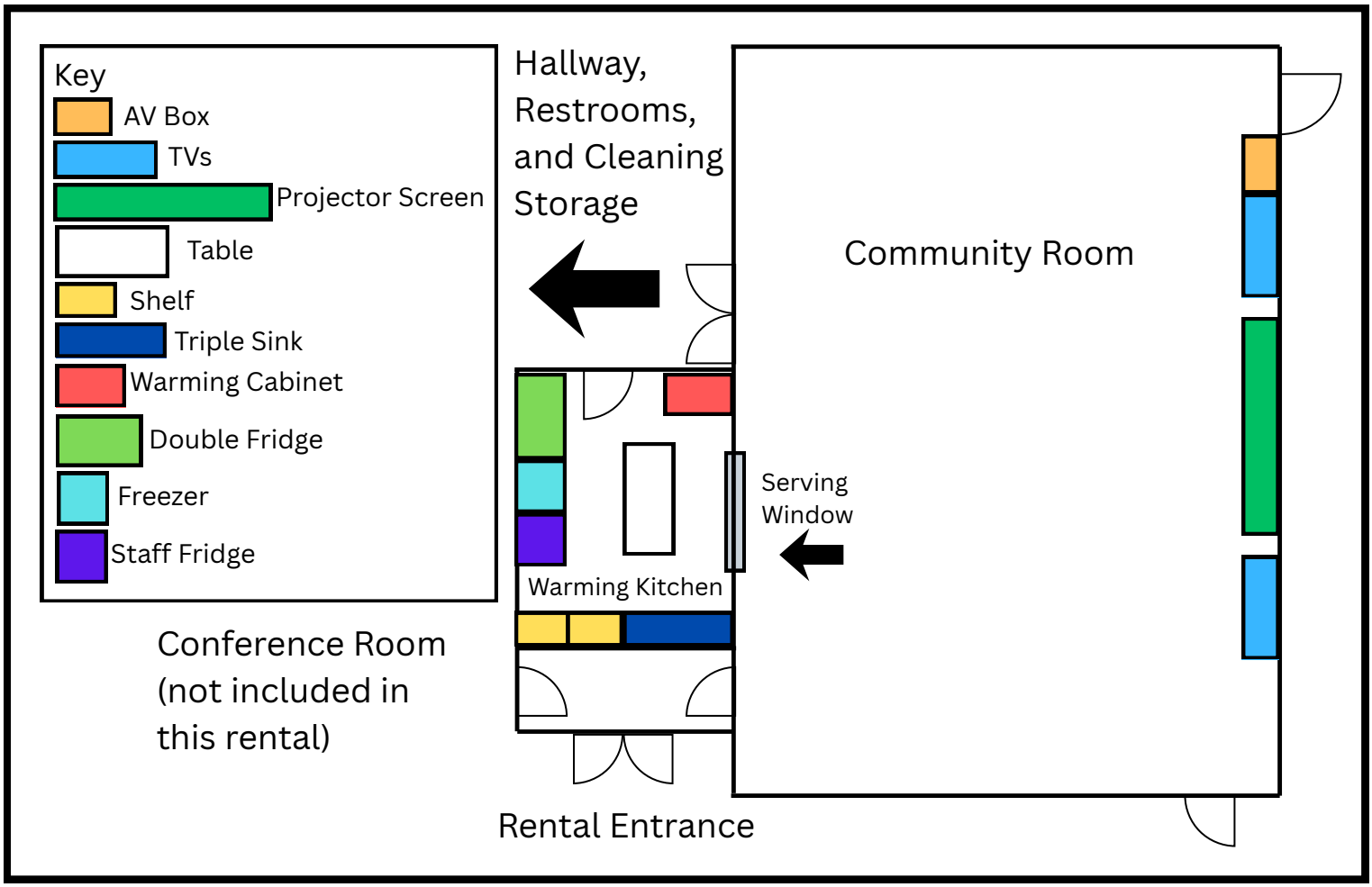
Comfortably Fits 80 to 90

Pricing

	M-Th Per Rental	M-Th Per Hour (2 hour minimum)	F-Sun Per Rental
Residents	$300	$50	$400
Non-Residents	$400	$75	$500

Amenities

- Projector
- Screen
- TVs
- Microphone
- Speakers
- 12 Round Tables
- 6 Rectangle Tables
- 72 Chairs
- Warming Kitchen with:
  - Double Fridge
  - Freezer
  - Warming Cabinet
  - Microwave

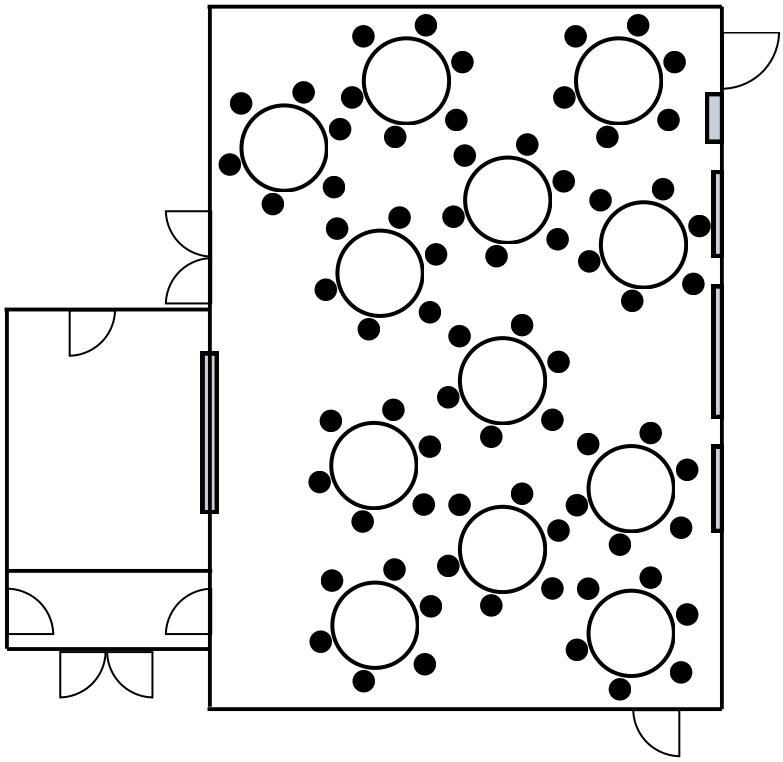


Community Room

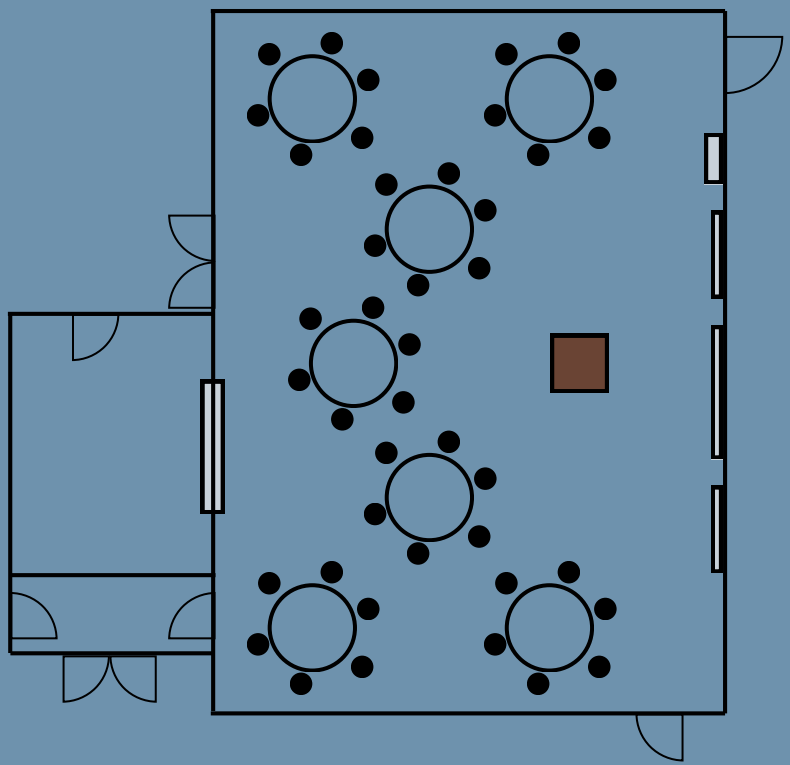




Banquet Configuration



Presenter/Corporate Configuration







Conference Room

540 SQ FT

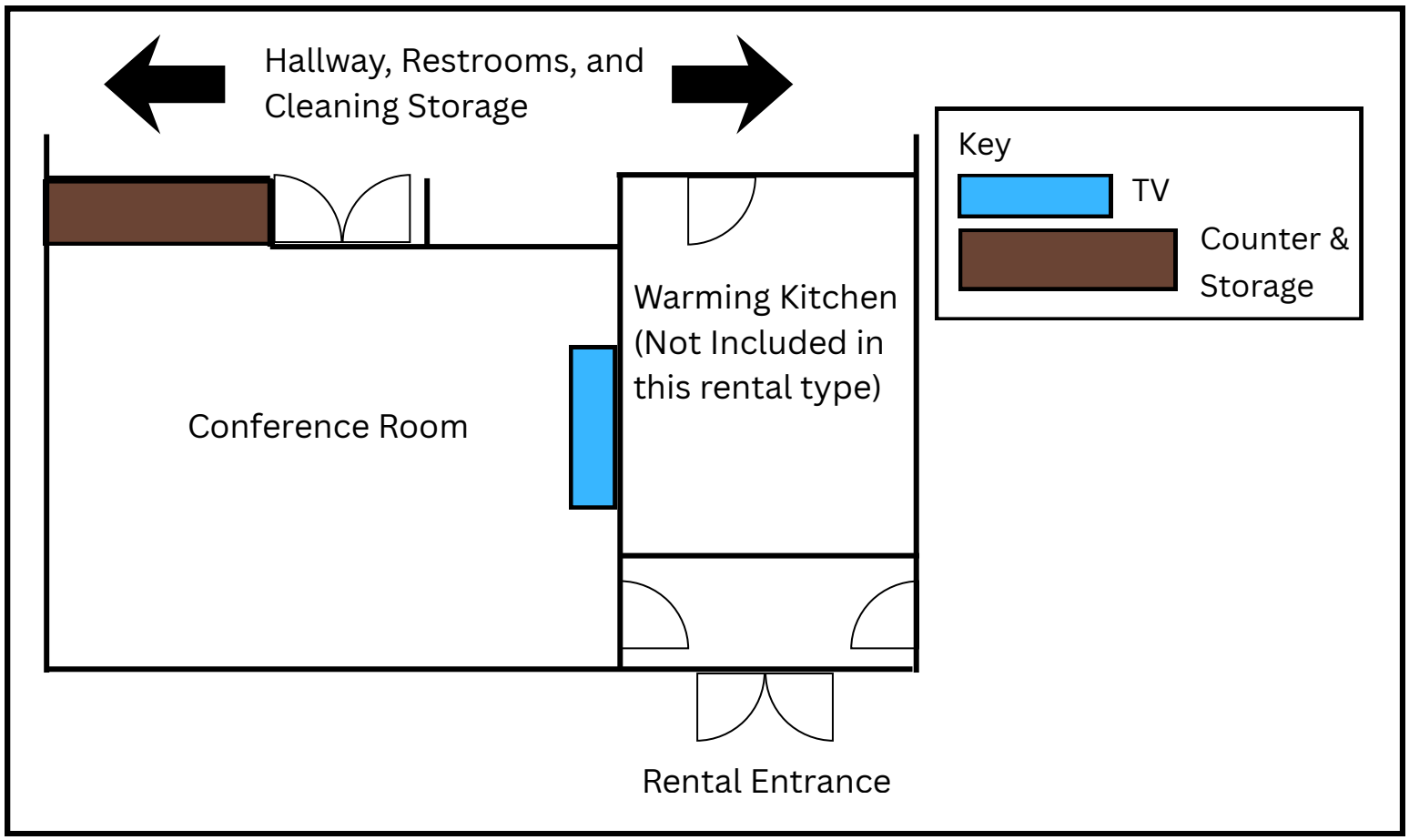
Comfortably Fits 30 to 40

Pricing

	M-Th Per Rental	M-Th Per Hour (2 hour minimum)	F-Sun Per Rental
Residents	$100	$25	$150
Non-Residents	$150	$35	$200

Amenities

- TV
- 10 Rectangle Tables
- 32 Rolling Chairs

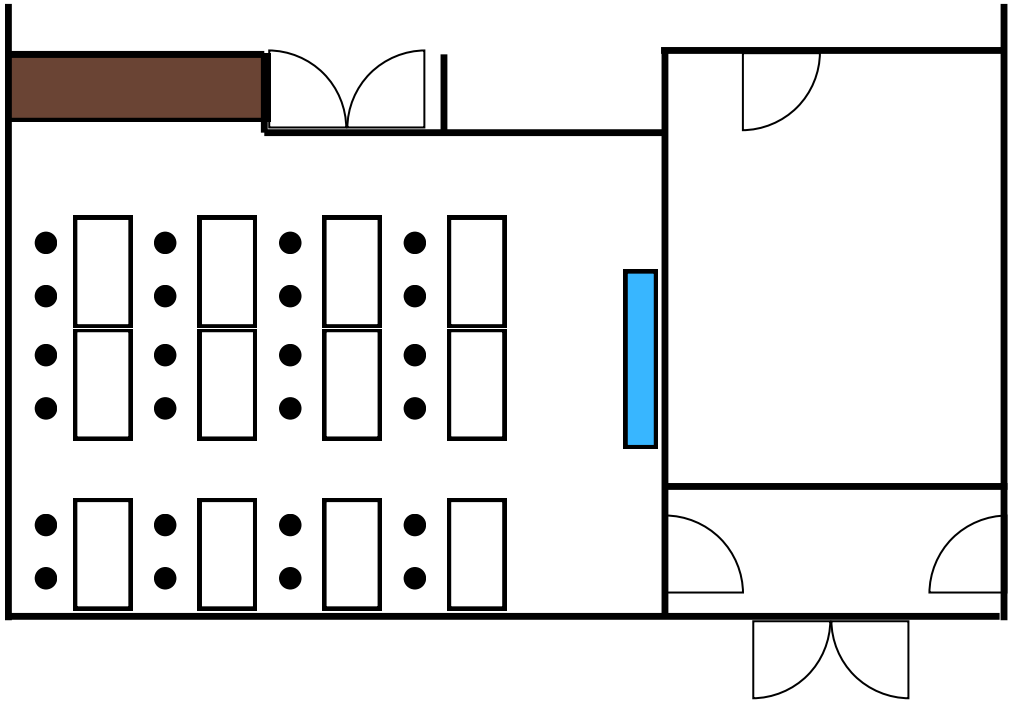


Conference Room

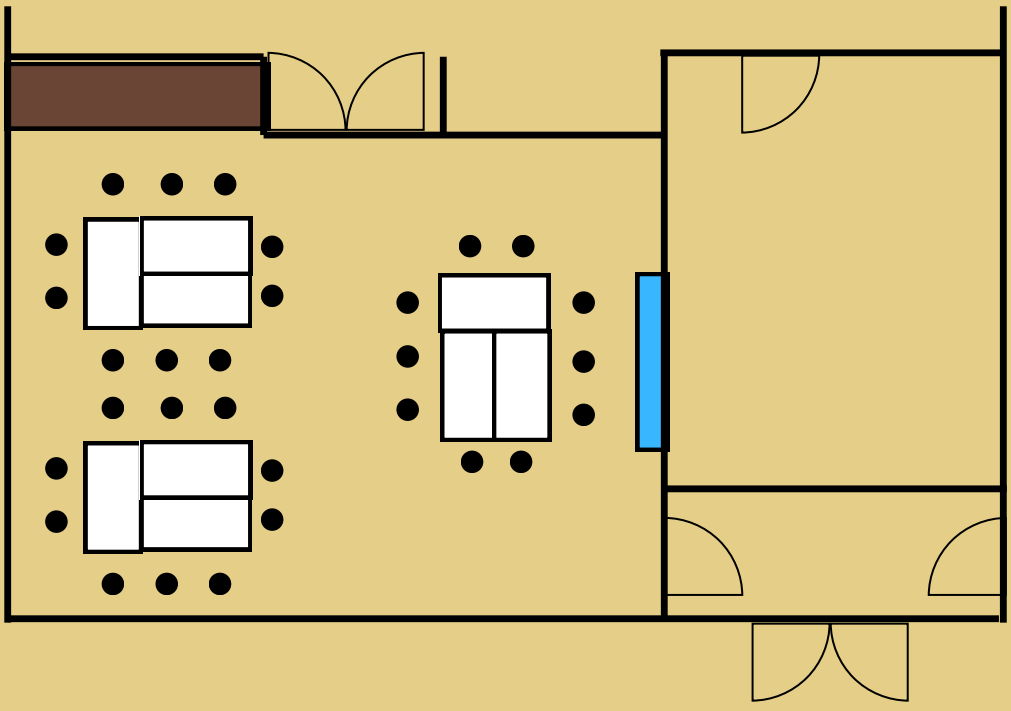




Classroom Configuration



Small Gathering Configuration





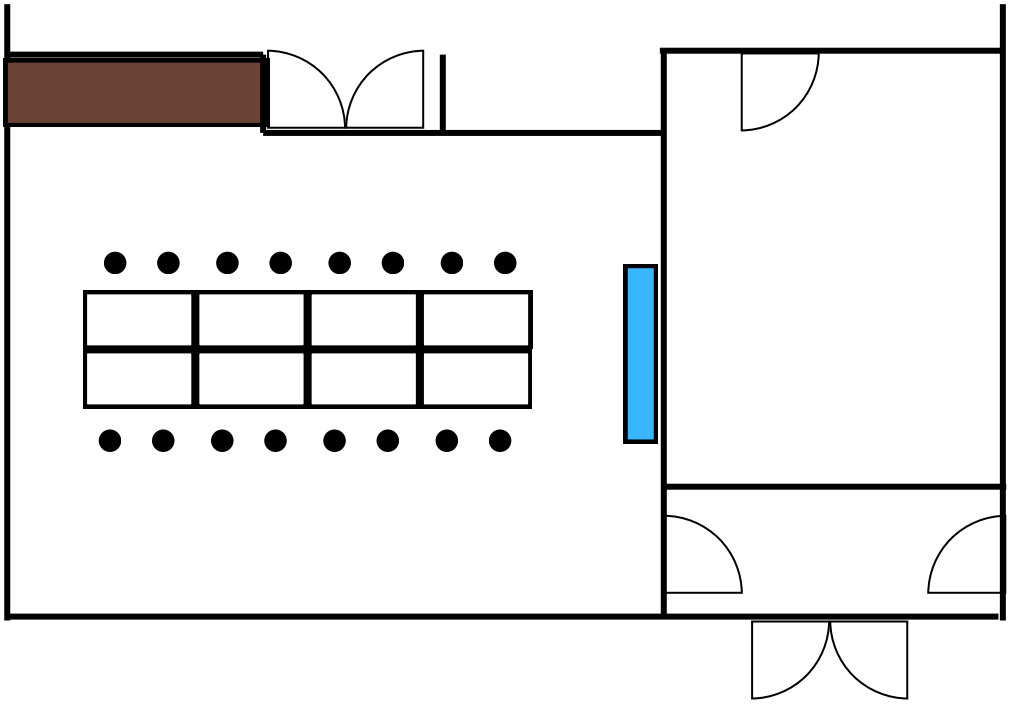


Conference Room





Classroom Configuration



7580 N Form St McCordsville, IN, 46055

mccordsvilleparks.org

parks@mccordsville.in.gov



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