

Facility Reservation Request & Contract

NAME/ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE H# \_\_\_\_\_ C# \_\_\_\_\_ W# \_\_\_\_\_

EVENT/ACTIVITY TYPE \_\_\_\_\_

DATE DESIRED \_\_\_\_ / \_\_\_\_ / \_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ # EXPECTED \_\_\_\_\_

RENTAL RATES: GYMNASIUM: \$15/HR MULTIPURPOSE ROOM: \$15/HR

MEETING ROOM: Not Available

Fees for larger events will be negotiable on a case by case basis.

AREA REQUESTED: GYMNASIUM:  HALF COURT  FULL COURT

MULTIPURPOSE ROOM

RENTAL CONTRACT & TERMS:

1. The CRC Facility is available for community use provided:
  - a. That the booking does not conflict with CRC scheduled activities.
  - b. Bookings will not be accepted more than one month ahead or less than 72 hours before the requested date.
  - c. The organization or group using the CRC facility must designate one member of its group who is a least 21 years of age to be responsible for the program/activity and the conduct and actions of those attending said activity.
  - d. That the contracting group will be financially responsible for any damages, breakages or mistreatment of the room.
2. Provisions:
  - a. All reservations must be paid in full when they are made. The CRC office is open Monday - Friday between the hours of 8:00 am - 5:00 pm
  - b. FULL REFUNDS will be granted with at least 72 hours notice.
  - c. The CRC rents its facility on a first come, first serve basis, upon availability.
  - d. The CRC reserves the right to approve or reject any request.
  - e. Reservation times must include the time for set up and clean up.
  - f. Alcoholic beverages and smoking are not permitted in or on the building grounds.
3. Priority of Use
  - a. CRC sponsored activities
  - b. USD 413, NCCC, and/or city sponsored events.
  - c. Resident organizations of the school district

I, THE UNDERSIGNED, AGREE THAT I HAVE READ THE ABOVE CONTRACT AND UNDERSTAND FULLY ITS CONTNET, AND I AM RESPONSIBLE FOR FULLFILLMENT OF ALL TERMS AND CONDITIONS OF THE ABOVE CONTRACT AND I AM/WILL BE RESPONSIBLE FOR COMPLETE PAYMENT FOR THE TOTAL FEES/COSTS CHARGED/INCURED/OWED, WHICH ARE DETERMINED BY THE CRC.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**FOR STAFF USE ONLY**

Total Amount Due: \_\_\_\_\_

Cash: \_\_\_\_\_ Check: \_\_\_\_\_

Damages/Excess Cleaning: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Additional Staff Needed:

Total Hrs. \_\_\_\_\_ x \$10 \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_ DATE: \_\_\_\_\_

Total Amount Due: \_\_\_\_\_