



# Bennett Park and Recreation District Facility/Equipment Rental Form

Please Fill Out Completely

First Name		Last Name	
Cell Phone		Email	
PHYSICAL Address			
City	State	Zip Code	County
Date of Rental	Time	# of Attendants	

## FULL RENTAL AMOUNT IS DUE AT TIME OF BOOKING

When reserving our facility, a cleaning/damages check deposit is due in the amount of \$50.  
This check will be returned to you, or disposed of, within 5 business days of your event if there was no further cleaning that needed to be done after your event and/or no damages occurred.

FACILITY RENTALS	BIRTHDAY/ SPECIAL EVENTS
<input type="checkbox"/> <b>1/2 Gymnasium</b> \$200 per hour <input type="checkbox"/> <b>Full Gymnasium</b> \$400 per hour <input type="checkbox"/> <b>Pilates/Fitness Room</b> \$100 per hour <input type="checkbox"/> <b>Full Recreational Facility</b> \$750 per hour <small>(Does not include usage of any sports equipment)</small> <input type="checkbox"/> <b>Conoco Room</b> \$50 per hour <small>Includes 1 table and 10 chairs. Please indicate any extra needed below at an additional cost.</small>	<input type="checkbox"/> <b>Sports Package</b> \$200 <small>-2 hours of 1/2 gym rental, up to 25 people. Pick from the following sports: ___ Basketball ___ Volleyball                      -Game equipment will be set up and torn down by a BPRD employee before and after the event.</small> <input type="checkbox"/> <b>Private Pool Party</b> \$300 <small>-2 hours of swim/party time for up to 25 people (additional cost for extra participants is 1/2 price daily fee per person).                      -Does not include usage of other facility rooms/equipment.                      -Food and drink are allowed only in the designated area (east side of the slide, within the fenced in area).                      -All guests must abide by the pool &amp; aquatic facility rules and regulations (posted in the aquatic area) as well as the instructions of the lifeguard on duty.                      -Lifeguard on duty will blow the whistle to clear the pool 20 minutes prior to the end of the party to ensure the party is done and cleaned up from by the end of the allotted rental time.                      -An adult (17 years +) must be in the water within arms reach of children who do not know how to swim and/or are using any sort of floatation device. 1 adult per 1 non-swimmer.</small>
TABLES & CHAIRS	
<small>Damages to rented equipment will be assed by BPRD management and any amount balance will due at drop off.</small>	
_____ <b>Chairs</b> \$5 each (\$40 per chair not returned/damaged)	
_____ <b>Round Tables</b> \$35 each (\$300 per table not returned/damaged)	
_____ <b>Rectangle Tables</b> \$25 each (\$100 per table not returned/damaged)	
<b>TOTAL AMOUNT OF RENTAL \$</b>	
Date & time of pick up _____	
Date & time of pick up _____	

**\*\*All rentals are on the condition that you leave the facility and items as you have found them. Failure to do so will result in your deposit being kept and refusal of future usage.**

<b>Total Payment Received:</b>	\$ <input style="width: 80%;" type="text"/>
<small>There is a \$50 processing fee for all returned checks.</small>	

**Please review the rental agreement terms on the back, signature required on last page. —————>**

## Facility Rental Policy

1. Completing this request form does not automatically constitute the approval of the facility usage or time requested. Please allow up to two full working days for approval. All requests will be reviewed and accepted based on BPRD policy as well as facility and staff availability.
2. Reservations must be made at least 1 week in advance; late reservations may not be accommodated.
3. Cancellations must be **confirmed** a minimum of 2 weeks before the agreed upon date to receive a full refund. Cancellations must be submitted in writing in person at BPRD or sent via email to [lschaub@bennettrec.org](mailto:lschaub@bennettrec.org)
4. BPRD reserves the right to reject any rental for any reason without explanation.
5. This form must be completed by an individual over the age of 18.
6. It is understood that all renters and guest must comply with the facility's rules and regulations. Failure to do so will result in your rental being terminated immediately and no refunds or credits will be given.
7. All renters will have a window of 15 minutes before their reservation starts to set up decorations if needed. If more time is needed it can be purchased at the rate of \$25 per 15 minutes.
8. The facility must be left in the condition that you found it in, clean and ready for the next group to use it. **The renter is responsible for cleaning the tables and chairs, sweeping and moping the floor, and taking out the trash. Should these steps not be taken by the renter, BPRD will keep the "cleaning deposit" that was paid with the rental and the renter will not receive any refunds or credits.**
9. All renters and their guests are expected to act in an orderly fashion, and are financially responsible for any damage occurring to the building, grounds or equipment.
10. A competent adult (over the age of 21) must be present at all times. If the rental is for a youth event, there must be a chaperone (over the age of 21) per 10 minors. BPRD will not provide supervision for any event.
11. All guests must stay within the rented area and may not wander or "play" in the facility.
12. Renters may not bring alcoholic beverages onto the grounds under any circumstances. Failure to abide by this will result in your rental being canceled immediately and no refunds or credits will be given.
13. Facility usage will be for the designated time as stated on this application. The building/and or rooms will be opened and closed for the rental. BPRD's clock will be the official time. If the renter is more than 30 minutes late to their reservation, it will be treated as a "no call, no show" and the rental will be canceled immediately. No refunds or credits will be given.
14. All renters who exceeded their paid and agreed upon time will be charged at the rate of \$25 per 15 minutes, billed 15 minutes at a time, rounding up in the instance of a number greater than 15 minutes. For example, 24 minutes of overage will be charged \$50, 2-15 time blocks. Overage amounts will be collected at the end of the facility rental. Should the amount not be paid, the "cleaning deposit" will not be refunded to the renter and said renter will no longer be allowed to rent at BPRD in the future.
15. BPRD may not be used for any private or business profit or gain. No admission fees or charges will be collected unless otherwise approved by BPRD management.
16. BPRD will not assume any responsibility for any accidents, illness, injury or death that may occur to the renter or anyone that is participating in this rental. By signing this rental agreement, the renter acknowledges this fact and agrees to not hold BPRD, or any of its affiliates, responsible in any form.
17. All rentals will be opened/set up and closed by a BPRD staff member. This includes but is not limited to ensuring that the rental is over within the allotted amount of time, discussing and collecting overage charges should the rental exceed the paid amount of time, and ensuring that the facility is cleaned as agreed upon above.
18. All renters and guest are expected to kindly and willingly comply with all BPRD staff. Should at any time a member of this rental become unruly and act in an inappropriate way, BPRD reserves the right to cancel this rental and ask the renter and their guest to leave the property immediately. BPRD also reserves the right to call and involve law enforcement at any time as they see needed.
19. No decorations may be tacked on the walls, doors, windows or light fixtures. Scotch tape or masking tape is allowed. Renter is responsible for removing all decorations or signs of decorations (including tape residue), failure to do so will result in the "cleaning deposit" being kept by BPRD.
20. Failure to abide by this rental agreement will result in your reservation being canceled immediately and no refunds or credits will be given.
21. In the event that this rental occurs on a *snow day (or extreme weather)* when the facility is closed due to extreme weather, the reservation will need to be rescheduled for another time. Please check social media, our website and the News for closures in regards to extreme weather. Do not assume because you paid that the facility will be open, if the decision has been made by BPRD management that it is safest for everyone to stay home that also includes this rental.

# RISK WAIVER

I recognize and acknowledge that there are certain risks of physical injury to participants in this rental, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my guests or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my guests may have (or accrue to me or my guests) as a result of participating in this rental against the Bennett Park and Recreation District including its officials, agents, volunteers and employees. I do hereby fully release and forever discharge the Bennett Park and Recreation District from any and all claims for injuries, damages, or loss that my guests or I may have or which may accrue to me or my guests and arising out of, connected with, or in any way associated with this rental. I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims.

***By signing this form you are agreeing that you will not enter the facility if you are exhibiting a fever or any flu or COVID like symptoms. You also agree that you will wipe down and clean the equipment before and after use. Violation of these terms will result in you being asked to leave the facility, no refunds or credits will be given.***

**RESERVATION WILL BE DENIED if the Signature and date are not completed below.**

X

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date