



**CONTACT INFORMATION**

ORGANIZATION NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ALTERNATE CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

STREET NUMBER CITY ZIP

EMAIL: \_\_\_\_\_

**RENTAL INFORMATION**

TYPE OF RENTAL: \_\_\_\_\_  
(MEETING, BIRTHDAY PARTY, BASKETBALL, ETC.)

DAY OF WEEK AND DATE(S) REQUESTED: \_\_\_\_\_

RENTAL START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_  
(INCLUDE SET-UP TIME) (INCLUDE CLEAN-UP TIME)

ESTIMATED # OF USERS/GUESTS: \_\_\_\_\_

<input checked="" type="checkbox"/>	RENTAL TYPE	RATE	CLEANING FEE	CAPACITY
<input type="checkbox"/>	Small party (Full Gym + party room)	\$90 per hour	\$20	Up to 50 guests
<input type="checkbox"/>	Large party (Full Gym)	Starting at \$110 per hour <i>*increases every 50 guests</i>	\$30	51 – 300 guests
<input type="checkbox"/>	Sports Practice (Full Gym)	\$80 per hour	\$20	50
<input type="checkbox"/>	Sports Practice (Half Gym)	\$40 per hour	\$10	25
<input type="checkbox"/>	Meeting Room	\$30 per hour	\$10	30 - 40

**Sports teams:** No hardballs allowed (indoor balls only). Sports Organizations must have a valid certificate of insurance naming LWSRA additionally insured on file in order to reserve space. Contact us if interested in hosting a game.

<input checked="" type="checkbox"/>	ADD-ONS	RATE
<input type="checkbox"/>	Tables (6 foot rectangular)	No charge
<input type="checkbox"/>	Chairs (folding chairs)	No charge
<input type="checkbox"/>	*Alcohol Consumption	Varies
<input type="checkbox"/>	Basketball Rims (with gym rental)	No charge
<input type="checkbox"/>	Volleyball Nets (with gym rental)	No charge
<input type="checkbox"/>	Scoreboard + operator	\$30 per hour
<input type="checkbox"/>	Tarp (required if food / bounce house in gym)	~\$30

**\*Alcohol:** At LWSRA's discretion, parties or events hosted at the rec center may be allowed to bring/serve alcohol provided all requirements are met including purchase of additional event insurance, agreement to consumption guidelines and an additional security deposit.

**~ Tarp:** Required when serving food in gym or use of bounce house. Tarp fee increases for larger parties depending on amount of tarp needed.

TOTAL COST	HOURLY TOTAL	CLEANING FEE	AMOUNT
Type:	\$	+	=
Type:	\$	+	=
Add-ons:	\$		=
Add-ons:	\$		=
Refundable Damage Deposit	<i>*if no alcohol</i>	\$50.00	= \$50.00
Additional Security Deposit		<b>TOTAL COST=</b>	

OFFICE USE ONLY	
Date Received:	
Approved:	
Payment Received:	
Refund issued:	



## FACILITY USAGE GUIDELINES

1. No persons shall use parts of LWSRA facilities that are not designated in their rental agreement.
2. Full payment is due seven (7) days prior to the first rental date or the rental will be CANCELLED.
3. No functions are to be held for the purpose of advertising or promotion of outside organizations.
4. Groups must supply their own equipment and may not use LWSRA equipment without prior permission  
*\*parties will be provided LWSRA's free play equipment (basketballs, volleyballs, dodgeballs, scooters, etc.)*
5. Special requests must be provided prior to rental including set-up arrangement of chairs, tables, etc.
6. The recreation center is a Non-Smoking Facility. Alcohol is not permitted without prior authorization (below).
7. Return all areas to the order you found it INCLUDING all trash in the receptacles provided.
8. Additional fees may be charged for large events based on needed additional manpower, equipment or supplies at the discretion of the rental coordinator or executive director.
9. Renters and guests are not to arrive earlier than their designated starting time and must be out of the building at the designated time listed on the agreement. INCLUDE any time needed for decorating/clean-up.
10. No tape or adhesive decorations may be placed on walls or ceilings. No tape may be used on gym floor.
11. All children must be supervised by an adult age 21+ at all times.
12. Improper speech or conduct, indecent acts or other personal behavior not accepted in public places is prohibited. A supervisor is expected to be on premise for the duration of the party.
13. No breakable glass objects shall be brought into or used within the rec center without prior permission.
14. No firearms or fireworks shall be carried into the building.
15. The facility is limited in size: Please adhere to the listed and posted occupancy signs.
16. Rentals may be canceled two weeks prior to rental date for a full refund. Refund may take up to 3 weeks for processing. Cancellations within one (1) week of rental date will result in forfeiture of damage deposit.
17. The Lincolnway Special Recreation Association reserves the right to cancel or re-locate any scheduled activity to another location due to scheduled Association functions/programs.

## INSURANCE REQUIREMENTS

1. All rentals require a \$50 refundable damage deposit. Deposit will be forfeited for damages from your rental or violation of rental guidelines (including failure to return room to starting condition or late departure).
2. Parties without alcohol or outside vendors and meeting rentals do NOT need to provide additional insurance.
3. Parties or event rentals where alcohol will be consumed MUST purchase additional event liability insurance, complete a signed agreement acknowledging consumption guidelines and pay an additional security deposit.  
*Link to insurance estimate: <https://www.theeventhelper.com/#ByPaib> (do **NOT** purchase insurance without approval)*
4. Organizations hosting events/sports and parties with outside vendors (bounce house, DJ, etc.) MUST provide Public Liability Insurance in an amount not less than \$1,000,000 and Property Damage Insurance in an amount not less than \$1,000,000 by supplying a **certificate naming the Lincolnway Special Recreation Association as additionally insured** prior to rental date for EACH organization or vendor.

## SIGNED AGREEMENT

*By signing below you agree, as renter or authorized representative of your organization, to abide by the guidelines provided by the Lincolnway Special Recreation Association (LWSRA) and agree to save and hold harmless, and reimburse LWSRA, with respect to any claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the facility by the undersigned.*

*I (we) agree that I (we) will be responsible for the conduct of the group which has been granted use of the facilities and shall conform to the official operation policies relating to buildings and properties as established by LWSRA. I (we) further agree to reimburse LWSRA in full for the fee as agreed upon on page 1 and all additional fees that may arise including any loss due to the breakage, defacing of property, damage to the premises or additional manpower/equipment that becomes required.*

*I agree that additional fees for damages or incidentals may be charged to the payment method used to secure the rental if not covered in full by the damage deposit.*

Signature: \_\_\_\_\_

(Renter or Authorized Representative)

Date: \_\_\_\_\_