



# Facility Use Agreement

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

**Note: Rentals are not confirmed until a phone call is received from a NL Staff Member.**

Name of Renting Group/Individual: \_\_\_\_\_  
 \* Contact Person: \_\_\_\_\_, Date of Birth: \_\_\_\_\_ \* **Determines Resident vs. Non-resident rate**  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
 Type of Activity: \_\_\_\_\_  
 Date(s) of Activity: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (Include time for set up & clean up.)  
 Estimated Attendance: \_\_\_\_\_  
 Serving Food or Drink? \_\_\_\_\_ Alcohol? (Yes) (No) If yes additional Rules and rates apply. (Gerdin Conference Center only.)  
 Are you planning on using other parts of the facility? Please circle: Yes No  
 If Yes, what areas? Please circle: Gymnasium Pool Other: \_\_\_\_\_  
 State time for this specific area use: \_\_\_\_\_ (Areas may not always be open to public.)

Choice	Room	Capacity	Resident Fee	Non-resident Fee	Non-Profit Groups
	Half Room (Main Level)	Up to 20 people	\$10.00 per hour	\$15.00 per hour	\$5.00 per hour
	Full Room (Main Level)	Up to 40 people	\$15.00 per hour	\$20.00 per hour	\$7.50 per hour
	Medium Room (Gerdin CC)	Up to 55 people	\$20.00 per hour	\$25.00 per hour	\$10.00 per hour
	Large Room (Gerdin CC)	Up to 70 people	\$25.00 per hour	\$30.00 per hour	\$12.50 per hour
	Double Room (Gerdin CC)	Up to 140 people	\$40.00 per hour	\$50.00 per hour	\$20.00 per hour
	Half Gymnasium	200 people	\$20.00 per hour w/o tarps \$30.00 per hour with tarps	\$25.00 per hour w/o tarps \$35.00 per hour with tarps	Regular Fees apply.
	Full Gymnasium	500 people	\$40.00 per hour w/o tarps \$50.00 per hour with tarps	\$45.00 per hour w/o tarps \$55.00 per hour with tarps	Regular Fees apply.
	Gerdin Conference Center (Full)	400 people	\$60.00 per hour	\$75.00 per hour	Regular Fees apply.
	Deposit Labor Fee		Rental Deposit Before/After Hours	\$50.00/\$250.00 \$20.00 per hour	Same charges apply

- Facility reservations are made on a first come first serve basis. All Recreation Center programs take precedent.
- **Deposit \$50.00-\$250.00** Renter are financially responsible for all costs relating to reserving, damage, cleaning charges and missing equipment. Deposits will be held and applied to balances.
- **Rental Fees: (Due upon approval):** Fees will charged according to rates above.
- **Room Set- up:** Arrangement of tables and chairs is the responsibility of the renter. Renter is responsible for room cleanliness after use. Any tables and chairs borrowed from another room must be returned.
- **Kitchen Use:** Located on the main level of facility. First come, first serve with no additional cost. Includes use of sink, stoves, and refrigerator. Does not include Recreation Center utensils, cups, equipment unless otherwise noted. **Renter is responsible for cleanliness after use.** Anything left in refrigerator or in kitchen will be disposed of.
- **Building Rules:** It is required that all renters abide by the set building rules—including no tobacco, alcohol, or drugs. Please note that other areas of the building will be open to the general public during normal business hours and are not included in room reservations unless otherwise noted.
- **Rental Changes:** Any change in the time of rental, partial or total cancellation requires a 48 hour notice. Changes the day of will result in the original fee being assessed unless additional time is added.
- If necessary, Recreation Staff reserves the right to change, reschedule, or cancel a reservation.

**Deposit:** Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*I, the undersigned, have read, understand and agree to the terms and conditions of this facility use agreement.*

Contact Person's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Non-Profit Group Facility Reservation Form

Dated Completed: \_\_\_\_\_

Organization/Group: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Organization's Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Attendance: \_\_\_\_\_ Type of Activity \_\_\_\_\_  
 Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Request Submittal Dates:** Room requests begin to be accepted on the following dates throughout the year:  
 April 1st: Rental requests for May-August.  
 August 1st: Rental requests for September-December  
 December 1st: Rental requests for January-April

**Recreation Brochures:** Recreation programs take precedent and are put in four months at a time with each brochure:  
 Winter/Spring: January through April  
 Summer: May through August  
 Fall: September through December

**Facility Rental Procedures/Policies:**

- Non-profit groups must provide proof of 501 C-3 status documentation to receive free of charge or reduced rates.
- Non-profit groups are allowed 4 free hours per month 2 hours Monday-Thursday & an additional 2 hours Friday-Sunday during regular building hours. All gymnasium rentals & entire Gerdin CC do not apply.
- All Groups/Individuals must fill out Facility Use Agreements completely and thoroughly.
- Deposit (Due immediately): \$50 per regular room, \$100 for conference center, \$250 with alcohol.
- Renters are financially responsible for all costs relating to reserving, damage, cleaning charges and missing equipment.
- Non-profit groups will be charged a \$5.00 per hour each time they are a no show and have not contacted the North Liberty Recreation Center at least 48 hours in advance of their cancellation.

Date:	Time (Include set up & clean up)	Main Level Half	Main Level Full	Gerdin CC Medium	Gerdin CC Large	Gerdin CC Double	Full Gerdin

**Deposit:** Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*I, the undersigned, have read, understand and agree to the terms and conditions of this building use agreement.*

\_\_\_\_\_  
 Contact Person's Signature

\_\_\_\_\_  
 Date