



# 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: \_\_\_\_\_, AV Equipment \$10/day \_\_\_\_\_  
 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 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 (501 C-3)
	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	\$20.00 per hour	\$25.00 per hour	\$10.00 per hour
	Full Room (Gerdin CC)	Up to 40 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) - 10Hr Minimum	400 people	\$70.00 per hour	\$85.00 per hour	Regular Fees apply. 10Hr Minimum
	Kids Play Room	49 people	\$25.00 per hour	Sa-Su 6:00-7:00pm	No Food or Drink All Rules Apply

- Facility reservations are made on a first come first serve basis. All Recreation Center programs take precedent.
- **Deposit: Credit Card #** Renters are financially responsible for all costs relating to reserving, damage, cleaning charges and missing equipment.
- **Rental Fees: (Due upon approval):** Fees will be charged according to rates above. Credit card charged upon approval.
- **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. Violation of these rules can result in loss of deposit plus any additional damage.
- **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

Credit Card #: _____ <small>(Visa, MasterCard, American Express)</small>	Expiration Date: _____	Security Code: _____
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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 reduced rates.
- All Groups/Individuals must fill out Facility Use Agreements completely and thoroughly.
- Deposit (Due immediately): Is a credit card number kept on file.
- Renters are financially responsible for all costs relating to reserving, damage, cleaning charges and missing equipment.
- All Recreation Center programs take precedent.

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

**Deposit:** Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
(Visa, MasterCard, American Express)

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

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

\_\_\_\_\_  
 Date