

**Woodmen Hills Park and Recreation
Room Rental Request**

Responsible Party Information

Name _____

Email: _____

Cell Phone _____

Alternate Phone: _____

Street Address _____

City _____

State _____

Zip _____

Please complete the following information: (Select one)

Resident: _____	Organization: _____	Non-Resident: _____
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Facility Requested:

Recreation Center East (RCE) _____	Community Center West (CCW) _____	Field Rental (Turf or Grass) _____
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Estimated number of participants (includes children/adults): _____

Please include an estimated age range: _____ (i.e. ages 3-6)

Brief Description of event: _____

Date and Time Requested: Admittance is 15 minutes prior and 15 minutes after to allow for set up and clean up. Tables and chairs are available for use, but will not be set up in advance. However, a team member will be there to assist you.

CHOOSE ONE:

Party Rental Options	Gym/Field Rental Options
RCE Pool _____	RCE Gym (Half Court) _____
RCE Gym (Half Court) _____	RCE Gym (Full Court) _____
RCE Pool Private _____	Balcon Pavilion _____
RCE Gym Private _____	Balcon Turf (Full) _____
CCW Pool _____	Balcon Turf (Half) _____
CCW Pool Private _____	Horseshoe Park Grass Field _____
Room Rental ONLY _____	

Date Requested: _____

Time Requested: _____

Additional Equipment:

Projector/Screen/Speaker (\$25/event) _____

Damage Deposit/ Failure to Vacate: A deposit of \$50.00 is required upon request (check, cash, or credit). In the event there are no damages, the damage deposit check will serve as payment if the renter fails to vacate the room (or the property in the event of after-hours celebration) 15 minutes after the designated ending time. If there are no damages to the facility and its possessions, or failure to vacate, the check will be returned or destroyed.

Responsible Party Initial: _____

I understand that if I exceed the 15 minute allotted time after the ending of the rental, WH will keep my Damage Deposit/ Failure to vacate check and it will be processed.

Responsible Party Initial: _____

Team Member Initial: _____

All requests will be responded to within 2 business days of request.

Reservations can be made up to six weeks in advance and no later than two weeks in advance. Full payment of rental fee (cash/check/cc) is due at the time of approval of request. Shall this rental fee not be paid in full, the room will not be reserved.

Responsible Party Initial: _____

Cancellation Policy:

I understand that a 48 hour cancellation policy is required for full payment to be credited to my Woodmen Hills account. Should Woodmen Hills Park and Recreation cancel, I will receive full refund.

Responsible Party Initial: _____

Team Member Initial: _____

Celebration Usage Guidelines

The following guidelines have been established for the protection of Woodmen Hills Recreation Center Property and for the safety of everyone involved. Any abuse or non-compliance will result in additional damage fees.

Thank you for observing the guidelines!

The renting of rooms from the Woodmen Hills Recreation Center will be taken on a space available basis with RCE functions taking priority. **This request is not a guarantee for the date and times requested.** All requests will be approved or denied within 2 business days of request.

Initial: _____

Rooms are available for rental by Woodmen Hills Residents and Out of District, ages 21 and older. Those Out of District are welcome to participate in any activity agreed upon by the rental agreement and held within the confines of the agreed upon room. Rooms may be reserved for:

- RCE Room Rentals: available for times and days listed.
- CCW Room Rentals: available for a custom times and days upon approval, maximum of 4 hours.

Initial: _____

Woodmen Hills reserves the right to reject any rental requests that it deems inappropriate.

Reservations can be made up to six weeks in advance, but no later than two weeks in advance. Admittance to the area 15 minutes prior to and after the time of the celebration will be allowed for set-up and clean-up. The individual named on the Celebration Reservation **MUST BE PRESENT** before admittance to the area is allowed.

Initial: _____

If upon arrival you find the room occupied, please contact the Recreation Team Member on duty.

Initial: _____

No alcohol is allowed on the premises.

Initial: _____

Glitter and confetti are prohibited.

Initial: _____

The individual named on the Celebration form is responsible for the paying full replacement, full recovery cost or full repair cost due to any property loss or damage as a result of the individuals use or the individual's guest's use of the Woodmen Hills property.

Initial: _____

The individual named on the Celebration form and a Woodmen Hills RCE or CCW Team Member shall inspect the room immediately prior to use and immediately after use for any unsafe or defective conditions prior to use.

Initial: _____

This agreement is non-transferable. Violation of the provision, any other provisions of this agreement or any Woodmen Hills' policies, procedures or regulations will result in the immediate termination of this agreement and event at the sole discretion of Woodmen Hills without refund.

Initial: _____

Woodmen Hills reserves the right to alter any schedule to accommodate program changes or other unforeseen circumstances. When changes are necessary and rental agreement must be altered, the Renter will be notified by Woodmen Hills Team Member as soon as possible. The Resident will receive full refund of all fees tendered at the time of cancellation.

Initial: _____

The individual requesting the room rental has read and understands the Aquatic Band Policy. The requesting party is responsible for the adherence to the band policy by all guests attending the event. The individual named on the Celebration form will be responsible for communicating the band policy to attendees prior to the event. **Absolutely NO Band Policy exceptions will be made.**

Initial: _____

I HAVE READ AND UNDERSTAND THE ABOVE RENTAL GUIDELINES AND AGREE TO ABIDE BY THESE GUIDELINES AND ACCEPT ALL RESPONSIBILITY.

Responsible Party (print)

Responsible Party Signature

Date

WH Team Member (print)

WH Team Member Signature

Date