



Springdale Parks & Recreation

Springdale Community Center Facility Reservation Form

Date of Rental _____ Time: Begin _____ End _____

RENTER INFORMATION - *Must be a Springdale Community Center member or City of Springdale business*

Name of Member _____ Address _____

Phone _____ e-mail _____

Event Type _____ Est. Attendance _____

Name of Organization (*if applicable*) _____

Event Decorator Contact _____ Phone _____ Email _____

WEEKDAYS: Monday – Friday 9:30 AM – 8:00 PM

RATE: \$70/ 5 hours per room, per day

WEEKENDS: Saturday 10:00 AM – 4:00 PM & Sunday 12:30 PM- 4:30 PM

RATE: \$100 per room per day

AUX. GYM RATE: \$500/ 4 hours

DEPOSIT (*Refundable*): \$50 per room, \$500 Auxiliary Gym.

Indoor Facilities

- Room A (seats 30)
- Room B (seats 30)
- Room C (seats 30)
- Room E (seats 16)
- Arts & Crafts (seats 30)

Springdale Rooms

- Adults Only*
- I (seats 16)
- II (seats 17)

Gymnasium

- Auxiliary (seats 300)
- Court 1 (Practice)
- Court 2 (Practice)

Amenity Use

- Kitchen
- Walk-in Cooler
- Ice (bring cooler)

Outdoor Facilities

These areas are not reservable, first come first serve basis. No fee or deposit required.

- Picnic Area
- Amphitheater

FACILITY USAGE AGREEMENT

- I understand I must be present for the entire reservation that I am responsible for my guests, event decorator and ensure all rules are followed. I further understand I am responsible for any and all damages that may result from the usage of the facility and grounds and any extensive cleaning that must be done as a result of my reservation. Failure will result in cancellation of reservation, forfeiture of deposit and risk future reservation opportunities.
- I understand that this rental agreement is only for the above marked area(s) and does not permit my guests to use any other portion of the facility. I further agree that the above time includes set-up and clean-up, defined as resetting the room to the condition in which I entered – including sweeping or vacuuming. Tables & chairs may not be removed from the room.
- I understand alcohol consumption is prohibited.
- Springdale Parks & Recreation reserves the right to make any necessary adjustments or cancel my reservation. This includes, refusal to approve, if it is not in alignment with the policies and mission of the department, or if previous rentals by me or my organization have violated policies set forth by the City of Springdale. My event is not official and publicity may not begin until after the facility rental agreement has been approved. Events canceled 30 days or more prior to the event may receive a household credit valid for one year. ***There is no credit for events canceled less than 30 days prior to the event.***

I have read, understand and agree to the Springdale Community Center Facility Usage Agreement, Waiver & Participant Agreement (*on back*) and will abide by all departmental rules and rental policies contained therein.

Members Signature _____ Date _____

Office Use Only

Person Receiving Application _____ Date _____

Total Deposit (*Credit Card Only*) \$ _____ Room Cost \$ _____ Credit Cash Check (# _____)

**City of Springdale Parks & Recreation Department
Waiver & Participation Agreement**

(Signature of Agreement to Document on Front)

ASSUMPTION OF RISK

Recreational activities, events, exercise, programs, and athletics are fun and healthy; and these activities and programs can lead to a better quality of life for individuals. With that said, such programs may involve substantial risks of bodily injury, illness, damage to property or theft, and other risks, including death. Dangers related to such activities include but are not limited to: hypothermia, broken bones, communicable illness or disease, viruses, strains, sprains, bruises, drowning, concussion, heart attack, heat exhaustion and death. Participants in these activities should realize that there are risks and dangers inherent in them, and also in the training, participation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, preparations, and training. In the case of a minor, their legal guardian is responsible for ensuring their safe participation in athletic, recreational activities, or use of facilities. The undersigned acknowledges that the City of Springdale does not warrant or guarantee in any respect the competency or mental or physical condition of any individual participant in any recreational activities, facility rentals, events, exercise or programs.

RELEASE, WAIVER OF LIABILITY AND COVENANT NOT TO SUE

I acknowledge that I am solely responsible for any hospital or other medical costs arising out of related in any way to any bodily injury, illness, death, medical costs or property damage or theft sustained through my participation, or that of my legal minor, in any voluntary recreational activities, facility rentals, events, exercise, programs, and athletics at the City of Springdale facilities or its affiliate locations. I have read and understand, and I accept and assume the risks involved in such activities in which I, or my minor, may elect to participate including the training preparation for and travel to and from the site of such activities. I understand there are inherent risks of physical injury and assume all such risks. I hereby agree that for the sole consideration of the City of Springdale allowing me and my minor, to participate in voluntary recreational activities, events, exercise, programs, and athletics, made available to me or my minor, for our use while participating in such programs or activities, certain equipment, facilities, grounds, or personnel of the City of Springdale, and affiliate locations, I and my minor, do hereby waive liability, release and forever discharge the City of Springdale, its officials, elected or otherwise, agents, employees, volunteers, contractors, insurers (collectively "the Releasees"), any and all rights and causes of action of whatever kind of nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, illness, including death, as well as any damage or theft of property, resulting from me or my minor's voluntary participation in, or in any way connected with, such recreational activities, facility rentals, events, exercise, programs, and athletics. I understand that the acceptance of this Release, Waiver of Liability and Covenant not to sue the Releasees from any and all liability related to any other illness, injury or death, which might occur as a result of me or my minor children being at the Facilities and/or participating in any event hosted, sponsored by, or organized by the Releasees. In addition, I agree to follow all City of Springdale Park & Recreation Department rules and policies, as well as league rules, all local, state, and federal laws health and safety guidelines, while participating in recreational activities, facility rentals, events, exercise, programs, and athletics at City of Springdale facilities or its affiliate locations.

I certify that I am over 18 years of age and suffering under no legal disabilities that would preclude safe participation in the activity(ies) and that I have read the above carefully before signing.

I verify the signature is my own and the information listed above is correct. I have read, understand and signed the ASSUMPTION OF RISK and the RELEASE, WAIVER OF LIABILITY AND COVENANT NOT TO SUE.

CONSENT AND RELEASE ON BEHALF OF A MINOR:

I verify that I am the parent and/or legal guardian of the above named minor(s) and give my consent to the participation in the activity of the minor. I also verify that I have read, understand and signed the assumption of risk and the release, waiver and covenant not to sue.



Springdale Parks & Recreation

Community Center Facility Usage Agreement

ROOMS & OUTDOOR FACILITIES

Reservation Date/Time

Violation of rules & any damages to our facility & grounds will result in automatic forfeiture of deposit and risk future reservation opportunities.

RENTAL REQUIREMENTS

- ◆ Renter must be SCC Member or Springdale Business
- ◆ The renter must be present for the entire event.
- ◆ The renter is the point of contact for the facility rental.
- ◆ Rentals are for the reserved area only. Guests are not permitted to use any other portion of the facility.
- ◆ Deposit & rental fee must be paid at time of reservation.
- ◆ The renter must be at least 23 years old.
- ◆ Renter assumes responsibility for damages incurred as a result of their guests or event decorators' actions.
- ◆ Membership requirement will be waived for post-funeral receptions for a resident or immediate family member
- ◆ Exceptions to the policies must be approved through the Parks and Recreation Director.

RENTAL RATES

- ◆ Weekdays: Monday-Friday 9:30am-8:00pm; \$70 per room with a five (5) hour maximum. Additional time may be reserved at the same rate of \$70 per room for each additional five (5) hour segment.
- ◆ Weekends: Saturday 10:00am-4:00pm and Sunday 12:30pm-4:30pm; \$100 per room.
- ◆ Refundable deposit must be paid at time of reservation via credit card at rate of \$50 per room. Assuming rules and guidelines are obeyed, deposits will be re-issued 5-7 business days after reservation.

ROOM SETUP

- ◆ Set-up and clean-up must occur during the specified rental time. Tables and chairs must be reset to their original positions and the floor must be swept or vacuumed.
- ◆ Renters are prohibited from moving the room dividers. Please request a staff member's assistance.

DECORATING GUIDELINES

- ◆ No confetti, or glitter, no wall tape, command strips, tacks or push pins in walls. Painters tape is permitted.
- ◆ Flames enclosed in glass globes.
- ◆ Rooms must be left cleaned, swept, vacuumed, and free of trash after reservation.
- ◆ Renter is responsible for any destruction to the room. Failure to comply will result in loss of deposit & any additional cost of damages.

GENERAL RULES/GUIDELINES

- ◆ Reservations canceled 30 days or more prior to the event will receive a household credit for one year from the date of cancellation. No refunds or credits will be given for cancellations within 30 days of the event.
- ◆ Reservations may be made up to one calendar year prior to rental.
- ◆ Staff members may terminate the rental agreement at any time prior to or during the rental if it is determined that the rental violates any facility policy, or if the health or safety of staff or patrons is endangered.
- ◆ For-profit events are prohibited.
- ◆ Please keep noise and music to a minimum, as there may be other facility rentals and facility guests nearby.
- ◆ **Springdale Rooms I & II** are adults' only formal meeting rooms. Children are not permitted.
- ◆ Springdale Parks & Recreation reserves the right to make any necessary adjustments or cancel my reservation. This includes, refusal to approve, if it is not in alignment with the policies and mission of the department, or if previous rentals have violated policies set forth by the City of Springdale. My event is not official and publicity may not begin until after the facility rental agreement has been approved.

AFTER HOURS EVENTS

- ◆ Any after hour events or rentals outside of our normal facility rental hours must be approved in advanced by Department Administration prior to reservation being made.
- ◆ After-hours events must be reserved no less than thirty (30) days in advance.
- ◆ After hours events must begin prior to 4:30pm on Saturday. Events (and clean-up) must be concluded by 11:00pm.
- ◆ Normal room rental rates apply, plus hourly fee \$50/hour for each hour after normal reservation time.

ALCOHOL

- ◆ Alcohol is prohibited. Failure will result in cancellation of rental, forfeiture of deposit and risk future rental opportunities.

PICNIC AREA & AMPHITHEATER

- ◆ These areas are not reservable, and are first come first serve basis. No fee or deposit required.
- ◆ No inflatables, bounce houses, loud music, portable generators or vehicles are permitted on our park grounds.

For specific reservation information and inquiries, please contact Springdale Parks & Recreation at 513-346-3910 or goplay@springdale.org.