

CSA Rental Form

Company / Team Name:

Contact Name of Renter:

Contact Cell # of Renter:

Email of Renter:

Type of Event:

Renter Status:

- Only select CSA Member above if you're a current CSA membership
- Only select CSAF Partner above if your team/program is an approved CSAF Partner

Rental Schedule Info

RECURRING (Yes/No):

REPEAT CYCLE:

If Recurring; Specific Recurring Days of Week & Time(s) Below:

START DATE: _____ END DATE: _____

Day Week: SUNDAY Time: _____ to _____

Day Week: MONDAY Time: _____ to _____

Day Week: TUESDAY Time: _____ to _____

Day Week: WEDNESDAY Time: _____ to _____

Day Week: THURSDAY Time: _____ to _____

Day Week: FRIDAY Time: _____ to _____

Day Week: SATURDAY Time: _____ to _____

If Nonrecurring Rental Use Specific Individual Date(s) & Time(s) Below:

DATE: _____ TIME: _____ to _____

DATE: _____ TIME: _____ to _____

DATE: _____ TIME: _____ to _____

DATE: _____ TIME: _____ to _____

DATE: _____ TIME: _____ to _____

DATE: _____ TIME: _____ to _____

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Facility Area Rented and Use (Sport) Type:

**SELECT RATE BELOW BASED ON PARTICIPANTS CSA MEMBERSHIP STATUS
TO QUALIFY FOR MEMBER RATE ALL PARTICIPANTS MUST BE A CSA MEMBERS**

Rental Facility Area/Size & Rate (/hr):

Entire Gym - 58'x119' * *Full Court* - 58'x94' * *Half Court* - 47'x58' * *Aux Area* - 25'x58'

Select Sport/Activity for Rental Use:

APPROVED SPECIAL USE RATE : \$_____. ____ HR

CSA SPORTS COMPLEX USAGE POLICIES & PROCEDURE

User Priority:

To be consistent with the CSA Sports Complex Operations Agreement and in granting use of fields and courts and specifying fee schedules and administrative rules, the following priority user groups and guidelines apply:

1. Tournaments and Events that will provide a significant positive economic impact to the City of Altoona and the CSA Sports Complex, including National, Regional and Invitational tournaments.

2. Teams and Partner Programs such as:

- ❖ CSAF Partnership Programs
- ❖ CSAF Affiliated Sports Programs / Teams
 - Basketball, Soccer, Volleyball, Pickleball Camps
 - Basketball, Soccer, Volleyball, Pickleball Clinics
 - Strength and Conditioning Programs
 - Partner Tournaments, Camps, Clinics and Workout Sessions
- ❖ Adult Sports Programs
- ❖ Youth Sports Teams (Baseball, Football, Soccer, Softball, Volleyball, etc...)

3. Non-Member and Non-affiliated programs

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Scheduling Procedures:

After the schedule of play is established according to the above use priority model, all open dates will be evaluated, and rentals will be determined based on the best fit for use.

Any groups wishing to rent the CSA Sports Complex may contact CSA to schedule practices, games, tournaments, or other events for the current or upcoming season if space is available. Reservation requests are accepted in person at the CSA Sports Complex office located at 5410 6th Ave Suite #8 Altoona PA 16602, by phone at (814) 317-6807 or by email at csaopsmanager@gmail.com

After the request is reviewed and approved, a contract **MUST** be signed by the renter. The contract signed should be in the possession of the renter during the period of use.

Rentals are determined on a first-come, first served basis. Changes to scheduled rental must be made in writing by the renter and can only be approved by the **CSA Operations Manager**.

Inclement Weather Policy:

In the event of inclement weather, CSA staff will evaluate gym and facility conditions for playability. If they are deemed unplayable, the CSA Sports Complex will make the final call to suspend use as they see fit for that day. Tournament Directors should plan accordingly and make changes to schedules if they wish to hold the remainder of the tournament on subsequent days.

Cancellation/Refunds:

Cancellations are NOT subject to a refund within 14 days of an event. In the event a Tournament or a day of the tournament is cancelled due to inclement weather, the following refund schedule will apply each day of the event:

- ❖ Full refund if no games have begun.
- ❖ No refund if a game has begun.

Insurance:

Parties wishing to use the CSA Sports Complex must submit a Certificate of Insurance with at least \$1,000,000 in General Liability listing Competitive Sports Academy as an additional insured on the date(s) of rental. A copy of the insurance policy must be presented to the Operations Manager of the CSA Sports Complex at least 5-7 business days before the scheduled use date.

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Special Events Permits:

The CSA Sports Complex may require additional permission permits, fees, and security deposits in some cases. The CSA Sports Complex reserves the right to increase the fee based on the nature of the activity.

Security:

The renter is responsible for event-related security. Security arrangements are subject to review and approval by the CSA Sports Complex Operations Manager. Additional event security may be required for events as determined by the City of Altoona. The CSA Sports Complex board and administration reserves the right to have at the renter's expense, additional security personnel to ensure public safety.

Damages:

If damage occurs to any portion of the facility, grounds or sports complex equipment, the renter will be billed for any additional expense at replacement cost.

Please sign and return this Usage Policies & Agreement to:

Competitive Sports Academy

5410 6th Ave Suite #8

Altoona, PA 16602

Phone (814) 317-6807

Email: csaopsmanager@gmail.com

The CSA Sports Complex board and administrative staff and volunteers strive to abide by all the previously mentioned policies and procedures. However, the CSA Sports Complex will have the final authority to implement the necessary policies and procedures to maintain the overall quality and safety of the facility.

By signing below, I hereby agree to the terms and conditions set forth in this agreement.

Signature of Renter

CSA Operations Manager

Date

Date

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CSA Rules and Guidelines to Follow During Rental Use

1. Outside alcoholic beverages are prohibited on all grounds of the sports complex.
2. Disorderly conduct, or assault, will not be tolerated. Such actions include, but are not limited to abusive, indecent, profane, or vulgar language that might cause a breach of peace: or threatening or causing physical contact with someone else who might consider the contact offensive.
3. Personal ice chests are not permitted inside the complex. Ice chests can be kept inside vehicles in the parking lot.
4. **All accidents, breakage, or loss/damage of CSA Sports Complex property must be reported to the CSA Sports Complex Operations Manager immediately.**
5. All maintenance issues should be reported to the CSA Sports Complex Operations Manager.
6. CSA Sports Complex staff will maintain restrooms, common area, trash receptacles, and litter pick-up for all events.
7. The rental group is not allowed to alter the gym area for any reason without written consent from the CSA Operations Manager. If additional preparation is needed, the CSA Sports Complex will perform the work at an additional cost.
8. ***Regular baseballs and softballs (renter MUST only use approved baseballs and softballs provided by CSA) are strictly prohibited against use and the renter will be held responsible for damages to the facility if such equipment is used.***
9. No metal spikes permitted inside the sports complex. All guests must wear tennis shoes inside the gymnasium area.
10. Painting or attaching anything to the floors or walls of the CSA complex is not permitted by any rental group. All field markings or signage MUST be done by CSA staff.
11. Rental groups or individuals must provide a representative over the age of 21 on site throughout the duration of the rental to serve as the point of contact for visitors and CSA staff.
12. Private vehicles may not be driven or parked on lawn areas, sidewalks, service driveways or emergency zones.
13. Only parking lots may be used for loading and/or unloading. Violators may be ticketed or towed at the owner's expense.
14. The CSA Sports Complex is not responsible for damage or loss incurred by the renter on site.

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15. Pets are not permitted on the CSA Sports Complex premises.

16. No food or drinks, especially shelled products (sunflower seeds and peanuts), are allowed in the gym area. Shelled products are harmful to our gym flooring.

17. Moving any heavy equipment (portable basketball hoops, weights) is not permitted by renter without CSA staff assistance/approval during reservation by rental groups. Any changes to the gym or court layout should be requested before the event.

18. Rental groups at the CSA Sports Complex should seek shelter immediately if there is a tornado warning in the area. Teams may return to play when given an all-clear signal by the event director.

19. The CSA Sports Complex reserves the right to cancel any event or to restrict access to the facility due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns.

20. All CSA Sports Complex rules and regulations listed here and posted at the site shall be adhered to.

FAILURE TO FOLLOW THE FACILITY USE GUIDELINES MAY RESULT IN CANCELLATION WITHOUT REFUND. BY SIGNING, RENTER CERTIFIES THAT HE/SHE IS 21 YEARS OF AGE AND AGREES TO FOLLOW ALL FACILITY RULES AND REGULATIONS AS STATED ABOVE.

Signature of Renter

CSA Operations Manager

Date

Date

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DO NOT COMPLETE THE FOLLOWING AREA: FOR CSA STAFF USE ONLY

FEE SCHEDULE SUMMARY

Rental Amount Owed: _____

Security Amount Owed: _____

Membership Fees (\$50/Member or Player):

_____ Members x \$50: _____

Applied Discount(s): _____

Total Balance Due: _____

Invoice # _____

Check # _____

***All reservations must be paid in full at
time of reservation confirmation.***

**NO ACCESS KEY WILL BE PROVIDED
UNTIL CONTRACT IS SIGNED AND
PAYMENT IS MADE IN FULL.**