

Facility Rental Agreement

Requested date, time & room are based upon availability



Organization/Account Name: _____ Member:

501(c)(3) non-profit:

Contact/Billing Name & Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

(Upon receipt of tax exempt status documentation, non-profit groups are eligible for member rate on facility rentals)

Rental Information

Date(s) of Event: _____ Recurring: Type of Event: _____

Set-up Time: _____ Event Start: _____ Event End: _____ Clean-up Time: _____

Number of Attendees: _____

Is this event open to the public? Yes No
If yes, will an admission be charged? Yes No

Seating Arrangements Options:

U-Shaped Classroom Round Square None

Hourly Room Rates:

- _____ Banquet Room - Full (member \$50; non-member \$75)
- _____ Banquet Room - Half (member \$35; non-member \$40)
- _____ Kitchen (member \$30; non-member \$40)
- _____ Conference Room (member \$25; non-member \$30)
- _____ Lounge (member \$20; non-member \$25)
- _____ Multipurpose Room (member \$35; non-member \$40)
- _____ Fitness Studio (member \$25; non-member \$30)
- _____ Gymnasium - Full (member \$80; non-member \$125)
- _____ Gymnasium - Half (member \$50; non-member \$75)
- _____ Indoor Track (member \$20; non-member \$25)

Event Schedule:

Add-on items:

- _____ ClickShare Wireless Presentation system (N/C)
- _____ Linen Tablecloths/Napkins/Skirting (prices vary)
- _____ Event posted on the Electronic Message Board
- What do you want it to say? _____

Hourly Room Rate(s): \$ _____ *
Total Time: \$ _____ +

Add-on Items Fee: \$ _____ =
Cost of Rental: \$ _____

Welcome Desk. Caterer's selections and pricing are subject to change. A Food Waiver, if needed, will need to be signed by the primary group contact. Paper products are not provided from JLAAC. Refrigerator and freezer space may be available upon request. Any food left over from your event cannot be taken from the facility due to Health Department Safety Guidelines. ____ (initial)

Alcohol & Tobacco: No alcohol is allowed in the facility unless provided or purchased onsite. Tobacco usage only in designated areas. Guests should be informed prior to their arrival. ____ (initial)

Set-up Information: Three tables with seating for 12 guests is standard in the Multi-Purpose Room. Additional 60" round tables, 8-foot tables and chairs for any facility are available upon request. If there is not a rental prior to your time, you may enter the room 30 minutes early for set up. ____ (initial)

Photo Release: I hereby give permission for me or any party participants to be photographed/videotaped with the possibility of being used in JLAAC publicity and I give exclusive rights to these photos/videos to JLAAC and waive all claims of compensation for usage. ____ (initial)

Decorations: Confetti and glitter are not allowed to be used for decorations. Decorations may not be taped, pinned, thumbtacked or in any other way adhered to the walls, ceilings, floors, or furnishings unless blue painters tape is used. All other decorations or displays must be free-standing. All items are to be removed from the space immediately after the event. The JLAAC is unable to store any decorations or materials prior to an event or after an event unless special permission has been granted by the Customer Experience Manager. ____ (initial)

Wireless Presentation: The use of any wireless presentation equipment owned by the JLAAC must be agreed upon prior to your event. It is highly recommended to have any speakers or presenters test the equipment prior to the event. Speakers or presenters should also test their slideshow presentations prior to the event. Speakers or presenters should provide their own laptop computers and/or USB drives for their presentations. The audio for the presentation will be outputted from the device used by the presenter. Additional speakers may be needed and not provided by the JLAAC for adequate audio for a large group presentation. Any equipment changes or set-up changes not discussed in the agreement prior to the event may come at an additional cost to the member or guest. We will do our best to fulfill any last-minute requests. Only music suitable for a public family facility will be allowed and its volume is subject to control at the discretion of the JLAAC staff. ____ (initial)

Liability: The member or guest is responsible for the proper conduct of its guests. The member or guest will be responsible for theft and damage to the JLAAC premises and its property as a result of the event. The member or guest will not hold the JLAAC or any of its staff responsible for the failure to execute an event due to circumstances beyond their control, such as, but not limited to, acts of God, public emergencies, or threats to the community. The member or guest will be required to sign a Hold Harmless Agreement in which the member or guest assumes the risk of injury or property damage as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises. The JLAAC reserves the right to refuse service to, exclude or terminate any group or individual deemed to be hostile with, or is at risk to, the JLAAC, its programming, property, interests and mission. Organizations not a part of JLAAC or one of its programs and participating in a high-risk activity (i.e. swimming and pool activities, organized athletic event, etc.) on an exclusive basis must provide a Certificate of Insurance as evidence of general liability insurance limits of at least \$2,000,000 Combined Single Limit for Bodily Injury & Property Damage. ____ (initial)

Fees & Payments: Events must be booked a minimum of 14 days in advance. In order to reserve your event date, a 50% non-refundable deposit of the total payment is required at the time of booking. The remaining payment balance will be due before the event begins. If an invoice adjustment refund is needed, we will distribute that refund back to you in the form of a JLAAC credit on account. If the JLAAC cancels the event, a check will be sent within 10 business days or the credit card can be refunded. Final room set-up, wireless presentation requests and itinerary must be confirmed 14 days prior to the event. All tables, chairs, wireless internet, and coat racks are included in your room rental rate. Additional amenities are available for rental; please contact the Customer Experience Manager with your requests. Any group wishing to claim tax-exempt status must provide a hard copy of their Federal IRS 501(c)(3) form upon confirming the reservation. Non-profit groups or organizations are eligible for member rates on standard facility rates. The JLAAC reserves the right to change the meeting space as needed to maximize facility usage. Rooms are assigned based on the number of guests anticipated. ____ (initial)

Final Payments: All final payments need to be made before entering the rented room. If a refund adjustment needs to be made to an invoice after final payment is made, the JLAAC will distribute the refund back to the member or guest in the form of a JLAAC account credit only. ____ (initial)

Cancellations: If a cancellation is made by the member or guest prior to 14 days of the event date, the 50% non-refundable deposit will either be forfeited or may be transferred to a future date, depending on availability. The rescheduled date must be made within one year of the cancelled date. If a cancellation is made by the member or guest within 14 days of the event date, the 50% non-refundable deposit will be forfeited. If an event is cancelled by the JLAAC for unexpected circumstances, a full refund will be made. A check will be sent within 10 business days or the credit card can be refunded. If an incident resulting in a party cancellation happens once the party is underway, we will offer the member or guest's account a \$25 Jack Link's Aquatic & Activity Center account credit for each half hour that the party is impacted by this incident. ____ (initial)

Cost of Rental: \$ _____

Return to: linda.olson@jlaac.org

50% Non-Refundable Deposit: \$ _____

Deposit Paid(date): \$ _____