



*"Empowering Our Community One Child At A Time"*

## RESERVATION REQUEST FORM

### Event Information

Requested Date(s) \_\_\_\_\_

Time \_\_\_\_\_

### Contact Information

Contact's Name \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Contact's Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Cell Phone Number \_\_\_\_\_

Contact's Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

### Event Details

Type of Event: \_\_\_\_\_  
(i.e. Birthday Party, Reunion, Family/Company/Church Picnic, Graduation Party)

Expected Number of Guests (1+): Total \_\_\_\_\_

Will you be having food? Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate the number needed of each:

Tables (5' round-6 avail) \_\_\_\_\_ (6 ft rect-7 avail) \_\_\_\_\_ (8 ft rect-2 avail) \_\_\_\_\_

Chairs (50 avail) \_\_\_\_\_

Additional Comments:

## RATE CATEGORY DESCRIPTIONS

Non-Profit	Hometown Resident	Non-Resident	Number of Hours		Total of Hourly Rental Cost
\$50/hour	\$60/hour	\$95/hour			
Add-ons	Use of game room (pool, air hockey, foosball, basketball shootout, giant connect-four)		\$75 flat rate		
	Sound equipment (sound system w/Bluetooth connection + 2 mics)		\$50 flat rate		
	TV video projection (3 locations max)		\$50 flat rate		
Subtotal of Rental Fees (due 5 calendar days before rental)					
Refundable Deposit (due within 48 hours of rental confirmation)					
Total of all Payments (Subtotal of Rental Fees + Refundable Deposit) Required Prior to Rental					

### Secure Your Reservation

1. A damage deposit in the amount of \$100 is required within 48 hours of rental confirmation. This deposit is in addition to the rental fees and is refundable if terms are met (see terms below)
2. Full payment of rental fees are due 5 calendar days before the event.
3. A confirmation and receipt will be emailed once the reservation has been processed.

### Reservation Guidelines Agreement

These guidelines must be signed and submitted to secure your reservation

#### Reserving the Facility

At Risk Mentoring (ARM) reserves the right to revoke any request previously granted at any time it is determined that the request contained any misrepresentation or false statement, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participant in the activities of the applicant or their patrons or visitors to the center is endangered by the continuation of such activity.

#### Rental Deposit

4. Deposits will be refunded in full, providing there are no damages, contract breaches, or extra hourly charges, and all conditions of the rental are met.
5. Deposits will be forfeited for excess hours or clean up.
6. Conditions that lead to withholding part or all of the deposit include, but are not limited to, the following:
  - a. Clean up is not completed as outlined in the room use guidelines
  - b. Use of the room exceeds scheduled rental time. Additional hourly charges or any part thereof equal to the room's rate may be charged.
  - c. ARM equipment is damaged during the rental period.
  - d. Not adhering to center rental regulations.

## **Cancellations & Refunds**

7. Cancellations must be submitted in writing to ARM by the person who signed the contract.
8. Cancellations must be made at least 3 calendar days in advance of the event to receive a full refund, including deposit.
9. Cancellations made less than 3 calendar days in advance forfeit the \$100 deposit.

## **Room Use Guidelines**

10. Renter is responsible to see that all activities and guests are limited to the rented space only, properly controlled, and supervised. If compliance with this regulation is not upheld, the rental contract will be revoked and will not be re-issued.
11. Any equipment or decorations brought on site must be delivered and picked up within your rental time period. ARM staff will not sign for or take delivery on behalf of renter. Violations may result in loss of some or all of deposit.
12. If the event requires police intervention, part or all of your deposit may be withheld.
13. No minor (under 18 years of age) will be permitted to use the building unless adult supervision is present during the entire rental.
14. Adequate adult chaperones must be provided for guests less than eighteen years of age (one chaperone to every ten minors).
15. No minors from the group will be permitted in the building until an adult from the group is present.
16. **No smoking is allowed inside the center.**
17. Rice, confetti, glitter, or similar materials are not allowed inside or outside of the center at any time.
18. **Lighted candles or open flames are prohibited inside the center (with the exception of sterno cups and birthday candles).**
19. Doors of the center must remain closed throughout the event.
20. Renters are responsible for providing their own cables, cords, audio supplies, and any other items not outlined in the contract.
21. Upon completion be sure the center is cleaned up, garbage is placed in garbage cans, and the area is vacated by guests. Failure to do so may result in the deposit not being refunded.

## **Food & Alcohol**

22. Food prepared by a renter or vendor is allowed. Use of the microwave is allowed; however, no other cooking is allowed in the center.
23. Renters are responsible for their own catering, linens, dishes, and supplies.
24. **No alcohol is permitted in the facility.** Violations may result in being asked to leave, conclusion of the rental, and loss of some or all of deposit.

### **Music & Sound**

25. Rentals planning to have live or amplified music/sound will be restricted to the interior of the facility with noise exposure to not exceed 60db at the facility boundary.
26. DJ's and musicians must bring their own extension cords and supplies as needed.
27. Renter may be asked to reduce noise level at ARM's discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and will lose rental deposit and potential future rental privileges.
28. Music selection played during rental must be language and subject appropriate for use during a rental at a community center. If not, the renter will be asked to change to a more appropriate music selection (use radio edited music).

### **Security and Insurance**

29. Groups may be required to pay for security at a rate of \$35 per hour per officer.
30. If security is required, renters are not allowed to provide their own security.

### **Acknowledgement of Rental Guidelines Agreement**

I have read the above and agree to abide by all terms and conditions set forth in the Rental Guidelines Agreement, and that failure to adhere to these regulations will incur financial penalties and possible legal action.

### **Waiver of Liability and Release of Claims**

I certify that all the information above is correct. I have read the Reservations Guideline Agreement pertaining to use the ARM Community Center and will (1) be responsible for all injuries caused by such use, (2) adhere to the rental hours agreed to through the signed contract, and (3) reimburse ARM for all loss or damage to equipment/property caused by such use. In consideration or participation as specified at the location requested, for the date(s) and time(s) requested, it is fully understood and agreed by the parties that user shall fully defend, indemnify, and hold harmless At Risk Mentoring, including its officers, employees, volunteers, and agents against any and all liabilities, claims, damages, losses, costs, and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement.

Contact's Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

ARM Signature \_\_\_\_\_ Date \_\_\_\_\_

**ARM Comments:**

### **ARM Contact Information:**

Email: [admin@atriskmentoring.com](mailto:admin@atriskmentoring.com)

Phone: 630-476-0171

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