

Crivitz Youth Inc. Community Center

Facility Rental Agreement



Renter or Rental Group Information

Name	Date
Address	Circle one. <div style="text-align: center; margin-top: 10px;">Member Nonmember</div>
Birthdate	Phone Number

Rental Information

Start Time	End Time								
Rooms Requested for Rental and Specific Times	Activities Planned								
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%; border-bottom: 1px solid black;">Full Gym</td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black;">Half Gym</td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black;">Multi-Purpose Room</td><td style="border-bottom: 1px solid black;"></td></tr> <tr><td style="border-bottom: 1px solid black;">Pool</td><td style="border-bottom: 1px solid black;"></td></tr> </table>	Full Gym		Half Gym		Multi-Purpose Room		Pool		
Full Gym									
Half Gym									
Multi-Purpose Room									
Pool									
Equipment Needed (Gym and MPR only)	Set equipment up in...								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Banquet Tables (8 available)</td> <td style="width: 25%; border-bottom: 1px solid black;"># Needed</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Folding Chairs (4-6 per table)</td> <td style="border-bottom: 1px solid black;"># Needed</td> <td style="text-align: center;">Gym OR Multi-Purpose Room</td> <td></td> </tr> </table>	Banquet Tables (8 available)	# Needed			Folding Chairs (4-6 per table)	# Needed	Gym OR Multi-Purpose Room		Circle one.
Banquet Tables (8 available)	# Needed								
Folding Chairs (4-6 per table)	# Needed	Gym OR Multi-Purpose Room							

The preceding information is correct to the best of my knowledge. I have initialed the CYI CC Rental Agreement terms and conditions on the back of this form and agree to abide by all the regulations and policies set forth for the use of the building and/or grounds. I acknowledge overall supervision of and responsibility for this event. I acknowledge that CYI has no responsibility, expressed or implied, for any damage or injury arising out of, or connected in any way with my/our use of CYI CC facilities.

Signature	Date
------------------	-------------

FOR OFFICE USE ONLY

- | | | |
|---|---|---|
| <input type="checkbox"/> Payment received | <input type="checkbox"/> Facility signs made and posted | <input type="checkbox"/> Staff clean up |
| <input type="checkbox"/> Reservation added to calendars | <input type="checkbox"/> Staff copies/instruction given | |

Crivitz Youth Inc. Community Center

Facility Rental Agreement



Facility rental applicants are responsible for compliance with all CYCC rules and regulations in addition to the terms and conditions related to facility rentals.

1. All functions conducted in the CYCC facility must be in accordance with CYI rules, regulations and ordinances, and therefore, any violation of any CYI rules, regulations and ordinances may result in revocation of facility rental.
2. The facility rental applicant shall be completely responsible for the behavior of all rental participants & the supervision of minors (16 years of age and under) at all times. Prompt departure at the rental end time is expected. Failure to do so may lead to additional charges.
3. The facility is to be left in its original condition.
4. No CYCC facility property or furnishings shall be removed from the facility.
5. All personal property of those using CYCC must be removed from the facility at rental end time.
6. Supplies may not be delivered in advance of the date or time agreed to on the rental application unless specific permission has been granted by the facility Director prior to the rental.
7. The posting of any advertisement of products or services is not permitted.
8. CYCC must be notified of cancellation at least 72 hours in advance or a forfeiture of payment will result.
_____ **(initial)**
9. CYCC is not responsible for loss or damage of personal property belonging to the rental party.
10. Rules and regulations are subject to change without notice.

HOURS: Rentals are available based on CYCC programming schedules. It is important to allow for set-up and clean-up time when deciding your hours of usage because the rental fee is based on your time at the Center and must be held during regular business hours.

FEES: The rental fee must be paid in full before the reservation will be confirmed. We accept cash, credit cards, and checks which should be made out to CYI.

CANCELLATIONS: If a cancellation is made at least 72 hours prior to the scheduled event, a full refund will be issued. Dates are transferable only based upon CYCC programming and facility availability.

DECORATION INFORMATION: All decorations must be put up and taken down without damaging the facility. The renter must remove all decorations immediately following the event.

SET UP, CLEAN UP & DAMAGE POLICY: The renter is required to set up and take down any personal equipment. The renter is responsible for cleaning all areas utilized. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary cleanup, losses, or damages and may be subject to loss of rental privileges for one year. If any cleaning is required to be done by CYCC staff, the renter shall be held responsible and charged for any excessive materials and labor needed to restore the facility to proper conditions.

FLOOR USAGE: Only non-marking shoes are allowed on the gym and Multi-purpose floor. Failure to comply with the stipulation could obligate the user to pay costs incurred for the returning floor condition to its proper state.

FOOD & BEVERAGE: Use of or the sale of intoxicants or controlled substances will not be permitted on CYI grounds at any time or under any circumstances. Users who violate this segment of the policy shall run the risk of having future applications for rental usage denied and legal intervention. Food and non-alcoholic beverages may be consumed in lobby, gym and Multi-purpose Room.

_____ **(initial)** By initialing this contract I agree that I have read and understand the rental policies and regulations.