

**WEST MIDLAND FAMILY CENTER  
ROOM & GYM RENTAL RESERVATION APPLICATION**

Date & time of rental being requested: \_\_\_\_\_ Today's Date: \_\_\_\_\_

If this is a recurring rental, please list all dates: \_\_\_\_\_

Type of Activity: \_\_\_\_\_  
(Type of Activity Examples: Basketball, Volleyball, Birthday Party, etc)

Authorized Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address of contact person: \_\_\_\_\_

Person in charge of the activity the day of rental? \_\_\_\_\_

Is this an Organization/Agency Event? Yes / No Name of Organization: \_\_\_\_\_

**USAGE RATES FOR OUTSIDE GROUPS**

(Time needed must include set-up and clean-up times, you will be responsible for payment during these times)

Room:	Time Needed:	Rental Rate:	Room Fee's:
Meeting Room	From _____ To _____	\$15.00 per hour*	_____
Half Dining Room	From _____ To _____	\$15.00 per hour*	_____
Full Dining Room	From _____ To _____	\$30.00 per hour*	_____



Gym equipment & set-up of equipment		See fee's below*	_____
Gym B & Batting Cage	From _____ To _____	\$45.00 per hour*	_____
Gym A & Climbing wall	From _____ To _____	\$50.00 per hour*	_____
Gymnasium A	From _____ To _____	\$30.00 per hour*	_____
Gymnasium B	From _____ To _____	\$30.00 per hour*	_____



Gymnasium Equipment - \$10.00 set-up/usage fee (Please X what equipment you would like to rent):

- |   |  |
|---|--|
| <input type="checkbox"/> Batting Cage (no machine) \$10 | <input type="checkbox"/> Fielding machine \$10 |
| <input type="checkbox"/> Volleyball nets \$10           | <input type="checkbox"/> Floor Hockey \$10     |
| <input type="checkbox"/> Gymnastic mats \$10            | <input type="checkbox"/> Soccer Goals \$10     |
| <input type="checkbox"/> Scooters \$10                  | <input type="checkbox"/> Other _____ \$10      |
| <input type="checkbox"/> No fee for any type ball usage | Total Equipment Fee: \$ _____                  |

Pavilion Rental From \_\_\_\_\_ To \_\_\_\_\_ \$25.00 per day \_\_\_\_\_

Pavilion is free to first come/first serve, there is a \$25.00 charge if you wish to reserve.



*\*Pool rentals require a separate reservation form and contact with the Aquatics Director.*

Pool Rental \$60.00 per hour (up to 20 people)

**Rental Scheduling Policies:**

- \* Rental must be paid one week in advance if outside normal business hours.
- \* Rentals during regular business hours must be paid 24/48 hours in advance.
- \* One week notice for cancellations to receive your rental fee & deposit refund.
- \* Set up & clean up fee's for room rentals: \$15.00 per hour / 1 hr. minimum
- \* Damage deposit of \$50.00 required for ALL rentals.
- \* Rentals outside normal building hours will be charged and extra \$10.00 per hour.\*

Please complete back side & sign reservation form.

**PAYMENT SECTION**

DAMAGE DEPOSIT:

**Payment Schedule**

ROOM FEES:

	Date	Amount	Cash	Check #	Staff Initials
AFTER HOUR RATES: (\$10.00/hour)		\$			
SECURITY GUARD RATE: (\$15.00/hour)		\$			
GYM OR ACTIVITY ROOM STAFF: (\$10.00/hour)		\$			
POOL STAFF:		\$			
FRONT DESK STAFF: (\$10.00/hour)		\$			

TOTAL RENTAL FEE:

\$ \_\_\_\_\_

Fee's must be paid in full before rental.

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

It is understood that the use of WMFC facilities will be within the hours designated; that the organization, whose representative has signed below will be responsible for any damage caused to WMFC property or loss of equipment during this course of occupancy; that the premises will be used for a lawful purpose and in accordance with the rules of WMFC. I understand that any facilities or equipment used by the rental group will be left in the same condition as found. I am aware that there are dangers involved in every recreational activity, but choose to engage in this activity with full knowledge of the dangers involved. I understand that WMFC shall not be liable for any damages arising from injuries that I might sustain, or for injuries of those whom I am in charge of supervising. I fully release and discharge the Center, its affiliated entities, its employees, its contractors and its agents from any and all claim, demands, damages, causes of action, present or future, whether they be known, anticipated or unanticipated, that may result from or arise out of my use or my groups use, or intended use of WMFC facilities and/or equipment. Further, I agree that any equipment that I, or my group uses, on the premises or borrow or rent from WMFC during our activities, I use at my ownrisk. WMFC makes no warranties regarding said equipment. The terms of this agreement shall also bind my family members, heirs, personal representatives, and trustees. I understand that this is a binding contract, that supersedes any other agreement ro representations. If I wish to cancel this contract, I must notify WMFC in writing, or by email and any such cancellation shall only be prospective. I am legally competent to sign this release.

Signature: \_\_\_\_\_

**THIS RESERVATION IS NOT CONFIRMED UNTIL AN AUTHORIZED STAFF PERSON HAS SIGNED BELOW AND FEE'S ARE PAID.**

WMFC STAFF APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Staff Person assigned to Rental: \_\_\_\_\_