

WEST MIDLAND FAMILY CENTER FACILITY RENTAL AND 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 indicate below which equipment you would like to rent)	
Total Room/Equipment Fee: \$ _____			



Bowling Center **Requires contact with Recreation Supervisor to reserve Bowling Center.*



Rent Both Lanes	From _____ To _____	\$20.00 per hour*	_____ (2 hour max)
Number of People (max 6 per lane):	_____	**If children are 10 and under you must have 1 adult to every 4 kids.**	
Table Setup (halfway- max 8 people)	Yes or No	\$8 _____	
(Please keep in mind that No food or drink allowed in Bowling Center) (additional space available upon request)			
(If you would like a room for your party please select one from above)			Total Cost: _____

Small Pavilion Rental	From _____ To _____	\$25.00 per day	_____
Large Pavilion Rental	From _____ To _____	\$50.00 per day	_____
Pavilion is free to first come/first serve, there is a 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.*

PAYMENT SECTION

Payment Schedule

	\$50.00	Date	Amount	Cash	Check #	Staff Initials
DAMAGE DEPOSIT:						
ROOM/EQUIPMENT FEES:	\$					
AFTER HOUR RATES: (\$10.00/hour)	\$					
POOL STAFF:	\$					
Bowling Center:	\$					
TOTAL RENTAL FEE:	\$	Fee's must be paid in full before rental.				
Miscellaneous						
TOTAL RENTAL FEE:	\$					

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 own risk. 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 or 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: _____