**Recreation Facility Request Contract**

Facility Requesting (please Circle one)

* Recreation Activities Center Gym
* Recreation Activities Center Downstairs
* Parks & Recreation Office Multipurpose Room
* Parks & Recreation Office Conference/Kitchen

Dates requested: \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of event: \_\_\_\_ to\_\_\_\_ (Including set-up and clean-up)

Type of activity/class: \_\_\_ \_\_\_\_\_

**Room space and equipment needs:**

Number of tables \_\_ \_\_\_\_

Number of chairs \_\_ \_\_\_\_

Other \_\_ \_\_\_\_

Name of Persons Responsible For Facility (Instructor Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_

Cell number: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Keys Issued at your responsibility and must be signed out by Recreation staff.

 Key Number:\_\_\_\_\_ Date: \_\_\_\_\_ Initial of Staff: \_\_\_\_\_

Initial of Instructor: \_\_\_\_\_ Date Returned: \_\_\_\_\_ Initial of Staff: \_\_\_\_

* Schedule & Complete Tour of Facility with Parks and Recreation Staff:

Date:\_\_\_\_ Initial of Staff \_\_\_ Initial of Instructor \_\_\_\_

**Requirements/Policy**

*We ask that you leave the room how you found it.*

* Please wipe down all equipment used, tables, chairs, counters, sinks, etc. with provided cleaning supplies when your class is over.
* Put away tables and chairs in appropriate storage area.
* Please vacuum, sweep, mop (as necessary) the room/gym when your class is over. Make sure to empty vacuum canister and/or clean mops/mop bucket after use.
* Please check bathrooms, flush toilets, wastebaskets emptied, floor etc. need to be clean.
* Please empty all wastebaskets and put new liners in them.
* Make sure the lights are off and all doors and windows are locked before exiting.
* Please do not adjust heat/cool settings on thermostats or swamp coolers.
* There is **NO** exception for pets in any Parks & Recreation facilities.
* The City of Mountain Home or its representatives are not responsible for any lost, stolen, or damaged property. It is requested that instructors do not store any items at the facility.
* Renter is responsible for knowing and adhering to all appropriate recreation facility rules.
* Notify Parks & Recreation staff of any incidents, accidents, or damaged property.
	+ (208)587-2112 Turn in Incident/Accident Form to appropriate staff.

**Conditions of the Agreement**

1. Limitations: Use of facilities, grounds and equipment is limited to the dates/times specified on this agreement; use of other facility areas, grounds or equipment not specified is prohibited. DO NOT ASK Parks & Recreation staff or other personnel to make available facilities, grounds, or equipment not specified in the agreement. Parks & Recreation is not responsible for any lost, stolen, or damage organizational and personal property left in a Parks & Recreation facility.
2. Supervisory: The Renter agrees to provide adequate adult supervision at all times, or as required by Parks & Recreation staff.
3. City of Mountain Home Parks & Recreation Policy and Procedures: The undersigned renter agrees to abide by all relevant policies of the City of Mountain Home Parks & Recreation and specifically to the policies and procedures regarding the use of Parks & Recreation facilities, grounds and/or equipment.

The renter hereby makes application for the use of Parks & Recreation facilities, grounds and/or equipment described above and hereby represents that the individual or organization will and does assume responsibility to supervise and be responsible for the proper conduct of individuals attending the function: to provide the necessary police and/or fire protection personnel if deemed necessary by Parks & Recreation officials; that it will pay to the City of Mountain Home on demand the amount of any damage caused to the facilities, grounds or equipment by its activities and the amount of the City of Mountain Home charges, if any, for the use of said facilities, grounds and/or equipment.

The Renter further agrees that in consideration of the granting of this application the Renter will hold the City of Mountain Home and Parks & Recreation, its officers and agents, harmless from any and all claims, debts, demands, costs, expenses, and damages which may arise out of or be in any way connected with the use of said facilities, grounds and/or equipments described in this application.

In the event of any provision of this agreement shall be held invalid or unenforceable by any court of competent jurisdictions, such holding shall not invalidate or render unenforceable any other provision of this agreement.

 Signature Phone Number Date

 Printed Name Address

 Staff Signature Date