



COMMUNITY USE OF CITY OF ENGLEWOOD FACILITY RENTAL AGREEMENT

Englewood Recreation Center - Gymnasium

Rental Regulations:

1. Rentals are accepted on a first come, first served basis. Englewood Parks, Recreation and Library and City sponsored activities have priority for use of the facility.
2. Rental is not confirmed until the total rental amount is paid.
3. A City employee must be on site when facilities are used under this rental agreement.
4. Both setup and breakdown time is included in the rental. Rentals that extend their time will be charged accordingly.
5. No food or drinks are allowed in the gymnasium except for water unless permission is obtained in advance, in writing and emailed to Englewood Recreation Center Supervisor. Abuse of the facility will result in additional charges for repairs and/or maintenance being billed to the renter.
6. The renter is responsible for the group's behavior. Adult supervision of children is always required. If behavior of the group is unacceptable, the group may be asked to leave. This reservation is for the gymnasium only and does not give exclusive access to the rest of the recreation Center.
7. The organization renting the facility accepts full financial responsibility for any damages done to the gymnasium during the rental period. Damage fees will be charged to the organization, including labor charges at \$25 per hour.
8. Gym reservations require a 1 hour minimum. All rental hours will be charged to the full hour.
9. Changes to the initial contract may result in additional charges or loss of use of the facility.
10. City of Englewood and its representatives reserve the right to reschedule a rental event should mitigating circumstances arise regarding the City's need for the facility. If rescheduling becomes necessary, the City of Englewood will provide the organization renting the facility with advanced notice when possible.
11. Reservations are refundable when the cancellation is requested at least two weeks prior to the date of the reservations. A \$15 administrative fee will be applied for all refunds. Refunds will not be issued due to inclement weather. Cancellations must be in writing.

12. Volleyball Nets must be set up and taken down by user group, ensuring orderly return of equipment.
13. Basketball goal height can be adjusted, user group responsible for adjusting height and returning it to regular height after use. Dunking is prohibited.
14. No tobacco, vaping, illegal use of drugs or alcoholic beverages are permitted in the facility or its surrounding areas including the parking lots.
15. Should the facility not be available due to unforeseen circumstances (emergencies, damage to building or contents, equipment failure, etc.) the Parks & Recreation Department will work with the group to reschedule the rental or at the request of the renter, refund any fees paid.
16. The City of Englewood and the Parks & Recreation Department must approve charging admission, and selling items, including refreshments. A Special Event License from the City may be needed and attached to the contract before signing.

The organization renting the facility is responsible for:

- A. Providing adequate liability insurance if renter is operating as a business. City of Englewood assumes no liability/responsibility for personal injuries or property damage under this agreement.
- B. Securing appropriate personnel to handle traffic and crowd control. This is the sole responsibility of the organization renting the facility and is an additional expense outside the contract.
- C. Submitting insurance information and full payment to the Englewood Recreation Center within 2 business days of receipt of Permit. Your reservation is not finalized until you receive confirmation of your payment.
- D. Prompt payment to the Recreation Center for any damage to center property done during the rental period or because of the rental.
- E. Supervising rental participants and attendees during the rental. This includes making sure that attendees remain in rental areas and that everyone adheres to the rules and regulations of the facility. Failure to abide by facility rules and regulations may result in immediate forfeiture of the facility rental and forfeiture of fees paid.
- F. Cleaning up the facility completely. This includes sweeping, mopping (as needed), stacking chairs, returning tables to storage location (if applicable), removing decorations (including tape) etc. Failure to properly clean the facility may result in additional charges to the contract and loss of future rental privileges.
- G. The Parks & Recreation Department reserves the right to require the renter to pay the services of an off-duty police officer to be present during the rental. If this is a requirement it will be discussed at the time of the facility reservation.

** All paperwork must be received by the Office (7) days prior to the event.

** No dates will be reserved until a completed contract is signed by the principal/designee.