



Space Rental Request

Date _____

Application Information

Name _____ Home Phone _____
 Organization _____ Work Phone _____
 Address _____ Mobile Phone _____
 _____ Fax _____

Email _____

Program or Event Name _____ Number of Attendees Expected _____

Description of Event _____

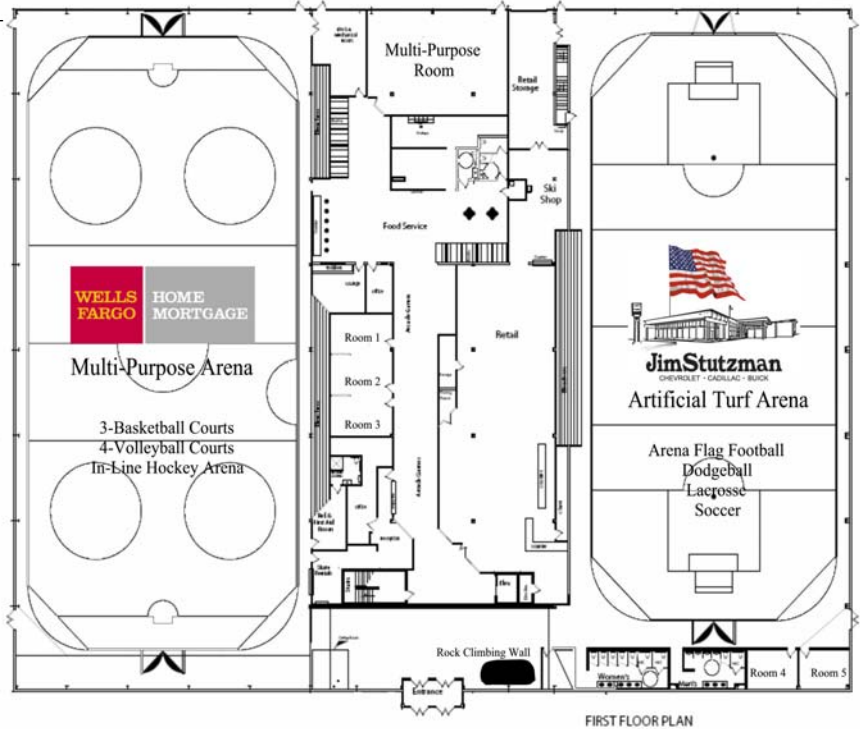
Date(s) _____ Time _____

Date(s) _____ Time _____

Date(s) _____ Time _____

Space Requested (☑ check as appropriate)

- Room 1
- Room 2
- Room 3
- Room 4
- Room 5
- Artificial Turf Arena (full)
- Multi-Purpose Arena (full)
- 1/3 Multi-Purpose Arena
- 2/3 Multi-Purpose Arena
- Basketball Court
- Volleyball Court
- Multi-Purpose Room
- Rock Climbing Wall
- 1/2 Turf Arena



Payment Information

Acceptable forms of payment are cash, check, Visa, MasterCard, and Discover. Make checks payable to Sportsplex. A 25% deposit is required to hold your reservation. *Payment must be made in full prior to rental time starting.

Applicant/organization accepts responsibility to abide by all procedures outlined in this Space Rental Contract and understands penalties associated with not abiding by these stipulations. The applicant furthermore agrees to indemnify and hold harmless Sportsplex and its agents any and all losses, injuries or damages to any person or thing that shall arise the applicant's use of the Sportsplex. The applicant agrees to authorize Sportsplex staff to request medical treatment as necessary to insure well being of applicant, its officers and members, and all business associates and partners involved and the applicant authorizes Sportsplex to reserves the right to photograph and/or videotape all activities, events, and programs for promotional purposes.

Signature of Applicant _____ Date _____
 Credit Card # _____ Exp. _____
 Amount of Deposit Given \$ _____ Date Deposit Given _____
 Processed by _____

Office Use
Total Cost _____
Deposit _____
Balance _____



Rental Agreement Terms

1. Upon conclusion of rental, all individuals and equipment involved with applicant must be clear from rental area **5 minutes prior** to end of rental. Any usage after scheduled departure time will be charged for ½ hour of rental.
2. All rentals will require a 25% nonrefundable deposit to hold reservation, with full payment owed at the time of the first rental. If you have a long-term rental that spans several months, you may opt to pay each month separately at the beginning of the month. You must state this in writing at the execution of your contract.
3. Cancellation Policy:
 - a. All payments, including deposits are nonrefundable. Sportsplex will not cancel or close do to weather or any other reason.
 - b. Customers must write a letter for cancellation for any dates they want to cancel. It is the responsibility of the customer to obtain this form and deliver it to the Sportsplex.
 - c. Customers are responsible for full payments of all rentals within thirty days from the date of cancellation. Customers will be exempt from this responsibility if the Sportsplex is able to resell the cancelled time. It is the responsibility of the customer to find out if the time was resold. Deposits are nonrefundable even if time is resold. If a customer cancels outside the thirty-day period, then any payments greater than the deposit will be refunded in full.
4. All times shall be rented as indicated on the first page. One hour or half hour increments of rental.
5. Please include setup time in your rental (i.e. it takes about five to ten minutes to set up volleyball court). It is the responsibility of the customer to include set up in their rental.
6. Please be courteous of others—when your time is completed, promptly leave the court or field of play so that the next rental can use the field. It is the responsibility of the customer to end their rental at the allotted time. Anyone who continues to practice or play after their time has been completed will be billed and may forfeit their rights to future rentals at the Sportsplex.
7. Players shall play at their own risk.
8. All customers must declare their use of the rental space. Any use outside this declaration will be an automatic forfeiture of their rental agreement.
9. No outside Food or Drink are allowed at any time (i.e. cakes, pizza, ice cream, coolers, fast food).
10. Event organizer is to have Sportsplex, LLC as an additional insured for the event set-up and breakdown and event duration.
11. Any damages to the facility and the rental space areas are at the expense of the individual, group and/or organization indicated on the first page of the rental contract.

Reservation Details:

Requests/Comments

Scheduled Dates



Names and Contact Information for 3 professional/event venue references.

1.)
Name: _____
Company: _____
Phone: _____
Email: _____

Address: _____

Type of Event Held: _____
When & Where: _____

2.)
Name: _____
Company: _____
Phone: _____
Email: _____

Address: _____

Type of Event Held: _____
When & Where: _____

3.)
Name: _____
Company: _____
Phone: _____
Email: _____

Address: _____

Type of Event Held: _____
When & Where: _____