



John and Ruth B. Gould Recreation Center Rental Agreement

Please complete the information below for the person that is the Primary Renter. The Primary Renter must be in attendance during the scheduled rental time and will be responsible for his/her group. The Primary Renter **MUST** be at least twenty-one (21) years of age.

Primary Renter

Name: _____ Phone: _____

Address: _____ City/State: _____ Zip: _____

Email: _____ Date of Birth: _____

Has this been your home address for the past 3 years? Yes No (Please circle.)

If No, please list your previous address(es): _____

Have you ever been arrested for any reason? Yes No (Please circle.)

If yes, please provide a detailed explanation as to the nature of the arrest and if you were found to be guilty innocent? _____

Are you a CVCO Member*? Yes No (Please circle.)

*CVCO Members will have preference over non-CVCO members when approving gym rentals. *

PRIMARY RENTERS MUST SUBMIT A COPY OF A VALID PHOTO ID. Acceptable ID's include state issued driver's license, state or local government issued photo ID, US passport, any US government issued photo ID and college student ID.

Facility Rental Fees

	MEMBER	NON-MEMBER
GYM RENTAL	\$30 per hour	\$40 per hour
PARTY RENTAL*	\$40 per hour \$100 per 3 hours	\$50 per hour \$130 per 3 hours
ADVANCED MONTHLY RENTAL	\$25 per hour	NOT ELIGIBLE

****\$250 deposit is required for all party rentals. Rental time will not be reserved until the deposit has been received.***

*****Advanced Monthly Rental Fee is for members only who book 8 hours of gym time/per month. The full rental fee is due one week prior to the first scheduled time in order to receive the discounted fee.***

Rental Information

What is your reason for renting the gym? _____

Time: _____ to _____ Day(s)/Dates: _____

Weekly Rental*: Yes No (Please circle.)

Number of people in your group**: _____

Amount due prior to rental: _____

*This indicates that you (Primary Renter) will be renting the gym at the same day(s)/time(s) every week until CVCO is notified by the Primary Renter. You must notify the Recreation Manager one week prior to your scheduled rental date should you choose not to rent the gym for one of your scheduled weeks. *

*****A roster must be submitted of all persons in your group older than 18 (SEE APPENDIX A). All persons in your group older than eighteen (18) must submit a Gym Participant Application. Roster and Gym Participant Application are not required for Party Rentals. GYM PARTICIPATION APPLICANTS MUST EQUAL THE NUMBER OF PEOPLE IN YOUR GROUP LISTED ON THIS FORM.****

John and Ruth B. Gould Recreation Center Rental Rules and Regulations

1. Completing this form does not automatically constitute approval. Rental requests will be reviewed and accepted based on the discretion of the Recreation Manager and CVCO Board of Directors. CVCO Members will receive preference for conflicting rental times.
2. The CVCO Board reserves the right to reject any rental it feels is not appropriate for its facility.
3. Payment must be received 72 hours prior to the scheduled rental time. Failure to pay prior to 72 hours will result in the rental being cancelled.
4. A \$250 deposit for all party rentals is required. Rental time will not be reserved until the deposit is received. Deposit must be in the form of a check. The deposit will be cashed at the discretion of the Board after the rental time has been completed.
5. Photo ID of the primary renter and Primary Renter's Roster are due 1 week prior to the scheduled rental time.
6. You must be twenty-one (21) years or older to rent the Recreation Center.
7. Alcohol and Tobacco use at the facility and on CVCO property are strictly prohibited.
8. Pets are prohibited inside the facility (service animals are allowed)
9. The use of inflatables is permitted if you meet the following requirements:
 - a. Must provide a certificate of insurance from the rental company.
 - b. Must provide an inflatable operator to monitor the use of the inflatable. CVCO reserves the right to monitor this via video camera. CVCO can provide an operator for an additional \$20 per hour.
 - c. No personal inflatables are permitted.
 - d. Primary renter must be present at the time of the inflatable set up and clean up for training on inflatable operation.
10. General cleaning is required after a party rental. Cleaning includes, but is not limited to:
 - a. Taking garbage to the CVCO dumpster.
 - b. Removing all decorations, tape, command hooks, etc. from the walls.
 - c. Dry mopping the floor.
11. CVCO has the right to retain your deposit should you damage the property and/or the gym is left unclean.

12. No dunking or hanging on the rims are allowed.
13. Use of profanity and/or violence is strictly prohibited.
14. Discrimination of any kind will not be tolerated on CVCO property.
15. Violation of any of the rules and regulations will result in immediate dismissal from the facility, forfeiture of the rental fee and/or restriction of future use of the facility at the discretion of the CVCO Board of Directors.
16. The Primary Renter will be issued an entry code to the facility, shall be present during the scheduled time listed and is solely responsible for all activities during the scheduled time.
17. The entry code shall be utilized to enter the facility during the scheduled rental time **ONLY**.
18. The Primary Renter bears sole financial responsibility for any damaged, destroyed, lost or stolen equipment.
19. The Primary Renter is responsible for any damage occurring to the building, ground or equipment during their scheduled time.
20. Any abuse and/or non-conformance of the Rental Rules and Regulations shall render the rental agreement null and void at the discretion of the CVCO Board of Directors and result in forfeiture of all monies paid.
21. The Primary Renter is responsible for general clean up, including the restrooms and trash disposal after use of the facility.
22. The Primary Renter is responsible for turning off all lights and ensuring all doors are locked.
23. Adults must accompany all children under the age of 18. Children 12 years or younger must have one adult for every 10 children. Children ages 13 through 17 must have one adult for every 15 children.
24. It is understood that the Primary Renter and Gym Participants will comply with the John and Ruth Gould B. Recreation Center Rental Rules and Regulations set forth by the CVCO Board of Directors.

In consideration of the risk of injury while renting the Conyngham Valley Civic Organization John and Ruth Gould B. Recreation Center and as consideration for the right to us the recreation center, I hereby, for myself and minor children if listed above, my heirs, executors, assigns or personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my/ our use of the recreation center, and do hereby release and forever discharge the Conyngham Valley Civic Organization, the board of directors, volunteers, employees and members for any and all injuries whether physical or psychological that I may suffer as a direct result of using the recreation center. I acknowledge that I have carefully read this "waiver and release" and fully understand that it is a release of liability and waiver. I expressly agree to release and discharge the Conyngham Valley Civic Organization for myself (and any minor children if listed above), the Board of Directors, volunteers, employee and members from any and all causes of action and I agree to voluntarily give up or waive any right that I otherwise have to bring a legal action against Conyngham Valley Civic Organization for personal injury or property damage.

Primary Renter Signature: _____ **Date:** _____

I certify that I have given true and complete answers in disclosing the above information. The Conyngham Valley Civic Organization may, in connection with this rental application, review your criminal record history through The Unified Judicial System of Pennsylvania Web Portal. I acknowledge and agree to these terms as set forth by the Conyngham Valley Civic Organization Board of Directors and agree to abide by the rules and regulations of use for the Conyngham Valley Civic Organization John and Ruth Gould Recreation Center and property.

Primary Renter Signature: _____ **Date:** _____

APPENDIX A: PPRIMARY RENTER’S ROSTER

PRIMARY RENTER’S NAME: _____

PRIMARY RENTER’S PHONE #: _____

Please list anyone over 18 who will be utilizing the facility during your designated rental time.

	Last Name	First Name	Phone Number
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