



North Peninsula Recreation Service Area

Nikiski Community Recreation Center

FACILITY RENTAL AGREEMENT



Application Procedure

1. Facility Rental Agreement must be completed a minimum of two (2) weeks prior to date of use
2. NPRSA has the discretion to deny use of the facility for any event.
3. Rental Agreement is required to secure time and date.
4. Payment must be made in FULL to secure facility.
5. Cancellation must be made 24 hrs. prior to date otherwise is non-refundable
6. \$100.00 cleaning and damages deposit is required (separate check). The deposit is fully refundable upon satisfactory appearance of facility after usage is completed

Today's Date: _____

Name(Renter): _____

Mailing Address: _____ City: _____

Email: _____ Phone: _____

Day/Date(s) of Rental _____

Time (include setup and cleanup) From _____ am / pm To _____ am / pm

Total Time (hours) of Rental _____ Approximate Number of Guests _____

Purpose of Rental _____

Rooms Requested (check all that apply):

	Gym	Banquet	Class RM	Kitchen
	Game RM	Training Rm	Multi-Purpose	

Rental Rates & Fees (check/circle all that apply):

		Hourly With Kitchen	8-Hour	8-Hours with Kitchen
Gymnasium (minimum 2 hours)	\$50	\$70	\$250	\$400
Banquet Room	\$50	\$70	\$250	\$400
Classroom/Training/Multi-Purpose	\$30	\$50	\$175	\$250
Game Room (Air Hockey table)	\$30			
Game Room (Pool table)	\$30			
Support (Projector/Sound System)	\$25			
Gym Floor Covering*	\$100	*Renter to provide labor to lay down and take-up cover		
Dance Floor	\$100			
Scoreboard	\$25			
Before and After Hours	\$35			

Rental Policy

1. Renter must be present for the rental at all times. The Renter is responsible for the facility and agrees to abide by all policies and rules referenced or stated in the rental agreement.
2. Renter must provide competent adult supervision agreed upon at the time the request for the facility use is submitted. Recreation staff are facility supervisors and will not be called upon to supervise activities of rental groups or individuals.
 - ~ Ratio of Adults to Children is 1:10 (under 10 yrs old)
 - ~ Ratio of Adults to Children is 1:15 (10-18 yrs old)
3. Renter must supply any special supervision determined necessary by the Recreation Supervisor
4. NPRSA has the right to cancel a Facility Use Agreement if such action is deemed necessary by Recreation Director. In the event of a cancellation by NPRSA, a refund of any advance payment will be issued.
5. NPRSA is not responsible for loss or damage to personal property, or bodily injury, sustained by individuals in attendance as a result of the rental. Renter agrees to defend, indemnify, and hold harmless the NPRSA and Kenai Peninsula Borough from any claims for damages, tangible or intangible, to persons or property resulting from Renter's use of the facility.
6. Renters are required to sign the indemnification and financial responsibility form.
7. If the facility is not satisfactorily cleaned as determined by the Recreation Supervisor. the deposit may be used to defray actual costs incurred to complete the cleaning and/or to repair damages. If the deposit is not adequate to cover clean-up work and/or damages, the Renter is liable for all additional costs and will be billed for those costs.
8. The remaining balance of any deposits will be returned after the facility has been inspected and all repairs and maintenance completed and any claims paid. Any breach of this agreement or damage to facilities will result in forfeiture of all or a portion of the deposit(s).
9. Renter is responsible for all setup, take down and clean up associated with the rental. This time is considered to be part of the rental time, and the NCRC will not open for early setup or deliveries.
10. Rental time should be chosen carefully, as rental fees will not be refunded for reserved time not used.

Decorations

1. Do not fasten push pins, staples, nails or tape to trim, walls or ceiling.
2. Tea candles are permitted, however, only to use as a table center piece and used in stable candle holders. *(prior approval required by NCRC Staff)*.
3. Animals, birdseed, glitter, confetti, sparklers and bubbles are not allowed in building.
4. Decorations hung from the ceiling or lights must receive prior approval from NCRC staff. Paper products prohibited.
5. All decorations must be removed entirely after usage is complete.

I understand and agree to abide by the rental policy of the North Peninsula Recreation Service Area.

Signature of Renter

Date _____

NPRSA Staff:

Approved By _____ Date _____



North Peninsula Recreation Service Area

AGREEMENT TO INDEMNIFY

and

ACCEPT FINANCIAL RESPONSIBILITY FOR DAMAGE TO EQUIPMENT

Responsible Party Name: _____

Primary Contact Phone Number: _____ Email: _____

Mailing Address _____

I, _____, (Responsible Party), expressly agree that I am personally liable and financially responsible for any damage to Nikiski Community Recreation Center equipment, supplies, or materials that occurs during my rental period. I further agree to release, indemnify, hold the Kenai Peninsula Borough, the North Peninsula Recreation Service Area, its officers, agents, and staff harmless should any accident, personal injury, or damage occur during my rental period.

Signed: _____ Date: _____

Print Name: _____

For Rental Date(s): _____

Witnessed by (NPRSA Staff): _____

Date: _____

Office Use Only

Fees for Rental:

Rental Fee: \$ _____

Support Fees: \$ _____

Additional Items: \$ _____

Subtotal Rental Fees: \$ _____

Office Use: \$ _____ *Notes:* _____

Total Rental Fees: \$ _____

50% Rental Received \$ _____ Date _____

☐ Cash ☐ Check # _____ Staff Initials _____

Balance Due \$ _____

Final Payment Rec'd \$ _____ Date _____

☐ Cash ☐ Check # _____ Staff Initials _____

Deposit Received \$ _____ Date _____

Check # _____ Staff Initials _____

Deposit Returned to Renter Staff Initials _____ Date _____