



## Facility Rental Request & Agreement Form

4.10.23

Contact Person: \_\_\_\_\_

DOB: \_\_\_/\_\_\_/\_\_\_ *(we do not rent to anyone under 25 years old)*

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Organization / Business (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_

DAY(S): M Tu W Th F Sa Su

TIME: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**(Include set up and clean up time)**

1. Type of event to be held? \_\_\_\_\_
2. Is event for personal/family use? \_\_\_\_\_ If no, for whose benefit? \_\_\_\_\_
3. Number of people expected to attend: \_\_\_\_\_
4. Will you have live music, a caterer, moon bounce, DJ, or any paid service(s) at this event? \_\_\_\_\_
  - If yes, please explain \_\_\_\_\_
5. Will the event be open to the public? \_\_\_\_\_
  - Will admission be charged or money collected at the event? \_\_\_\_\_
6. Is there a third-party agreement with a profit-making organization? \_\_\_\_\_
  - If yes, name of organization: \_\_\_\_\_

**FACILITY SPACE REQUESTED:** (Rental Rates on page 6)

\_\_\_\_\_ BIRTHDAY PARTY

\_\_\_\_\_ ACTIVITY ROOM (Margie's Place)

\_\_\_\_\_ ACTIVITY ROOM (Nancy's Place)

\_\_\_\_\_ CONFERENCE ROOM

\_\_\_\_\_ GPX STUDIO

\_\_\_\_\_ SPORT CAGE (UVA COURT)

\_\_\_\_\_ SPORT CAGE (CANNON COURT)

\_\_\_\_\_ UVA COURT \_\_\_\_\_ 1/2 Court \_\_\_\_\_ Full Court

\_\_\_\_\_ CANNON COURT \_\_\_\_\_ 1/2 Court \_\_\_\_\_ Full Court

\_\_\_\_\_ FULL GYMNASIUM

CHARGES	
Space	_____
After hours	_____
Other	_____
	_____
	_____
<b>TOTAL</b>	_____

**\*\*\*\*PLEASE READ CAREFULLY and INITIAL where indicated.**

All sponsors and participants must adhere to all rules, policies and guidelines provided by PATH Recreation & Fitness Center.

1) Rentals are available during and outside of PRDC business hours. After hour rentals will incur an additional \$20/hour staff fee/

2) Set-up and clean-up are included in the time reserved. Rental-related access to the facility before or after approved reservation times will result in additional fees. INITIAL

**\*\*Sports Cage Rentals:** Individuals renting the sports cages are responsible for set up (placing turf on court floor under the cage, moving L screens and mats) and clean up (mats, L Screens, rolling turf and returning to the gym wall, sweeping) after rental. There is a 5-foot broom available for your use. Staff will lower and raise cage.

3) Signage/decorations must be affixed by non-damaging tape only and removed at the end of the reservation time.

5) No rice, glitter, confetti, sparklers, or similar material shall be used or thrown inside or outside.

6) No flammable liquids or materials.

7) No open flames.

8) No smoking, alcoholic beverages or controlled substances are permitted in the facility or on facility property. INITIAL

9) The facility must be left clean and orderly. Clean and orderly shall include, but is not limited to, having removed all decorations & hanging supplies utilized for the event, and ensuring that all trash is placed in trash cans. INITIAL

10) Damage beyond normal wear and tear may result in immediate removal from the facility and/or invoicing for any damages. It may also result in civil collection action and/or litigation against you, and criminal charges should such damage appear to be the result of intentional conduct.

11) No parking in any area other than the designated parking lot.

12) Any food/drink concessionaire or caterer utilized shall operate in compliance with Culpeper County Health Department regulations, and shall possess the proper permit(s), if any, from the Culpeper County Health Department. Any applicant wishing to use a private caterer or concessionaire for any event must provide the business name on the application.

13) Any applicant using a paid vendor such as a concessionaire(s), caterer(s), DJ service, moon bounce company, etc. is required to provide the Department with a Certificate of Liability Insurance from said vendor in the amount of one million dollars (\$1,000,000.00) naming the PATH Recreation & Fitness Center as an additional Insured to the policy in advance of rental application approval.

14) No money or admission fees shall be collected on the premises at any time without prior written approval. INITIAL

15) The number of people in the facility and its rooms must not exceed capacity limits.

16) Live music or DJ's are prohibited without prior written approval.

17) All vendors and contractors who provide equipment or services for a rental must be approved in advance in writing. A certificate of liability insurance may be required. (see #13 above)

18) Set up of a moon bounce or other amusement device requires a 'Special Event Amusement Device Permit' to be obtained through the Culpeper County Building Department and moon bounce requires its own generator and a certificate of liability insurance (see #13 above).

19) A limited number of chairs and tables are available. Please specify how many you will need and we will do our best to meet your needs. Additional chairs and tables may be separately rented from an outside vendor, at the sponsor's own cost. All tables & chairs must be wiped down with provided cleaner. When you leave the building, tables and chairs must be re-set as you found them on your arrival.

20) Room temperature controls will be set by staff and are not to be adjusted.

21) The event sponsor will supply plastic, vinyl or cloth table coverings to protect all dining and serving tables.

**22)** Rentals must be paid in full at the time of booking. The space will not be reserved until the rental is paid in full. We accept cash, checks and all major credit cards. **INITIAL**

23) Cancellations:

A 50% refund will be provided if a rental is cancelled at least 30 days in advance of the reserved date. **INITIAL**

If a rental is cancelled at least 14 days in advance of the reserved date, you may reschedule within 30 days based on availability. Rentals cancelled less than 14 days in advance of the reserved date forfeit any refund or the ability to reschedule. **INITIAL**

PATH Recreation & Fitness Center reserves the right to cancel any activity at any time. If PATH Recreation & Fitness Center must cancel your event, you will receive a full refund.

Events cancelled on event-day by renter, *due to severe weather conditions*, may receive additional consideration.

Non-compliance with any these rules or applicable terms or conditions of use may result in denial of future applications for use of facility.

*I, as an individual or as a duly elected or appointed representative of the referenced (below) organization, do hereby certify that I am authorized to sign this document and to agree to the terms of use and conditions as set forth herein. I further certify that the organization I represent agrees to be financially and legally bound by the conditions of use, and also agrees to protect, indemnify, and defend and hold harmless the Culpeper Wellness Foundation, PATH Recreation & Fitness Center and Powell Wellness Center, LLC, its officers and employees from any and all claims, liabilities, damages and/or costs and fees, including professional fees, directly or indirectly related to the use of the premises utilized by my organization or any of its invitees or guests. I certify that prior to signing this document; I have read and understand these rules of use and conditions. I understand that my organization or I may be required to provide a certificate of liability insurance; and, if required, rental approval WILL NOT BE GRANTED until said certificate is received.*

**Signature & Printed Name of Applicant:**

\_\_\_\_\_ DATE: \_\_\_\_\_

**\*\*If renting on behalf of an organization or group, please complete & sign below:**

***I have the authority to sign this application on behalf of my group or organization.***

Print Name: \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization/Group Name (If applicable): \_\_\_\_\_

Organization Contact Telephone Number: \_\_\_\_\_

Organization Contact Email \_\_\_\_\_

**OFFICE USE ONLY**

**Rental Fee Paid by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cash / Ck # / CC:** \_\_\_\_\_

**Attach Certificate of Liability Insurance if required.**

**Processed by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PRICING FOR ADVANCE RENTALS:**

**All rentals must have a signed agreement and payment in full to secure the rental reservation.**

Gymnasium: \$150/hour

Full Court: \$75/hour

- Basketball, volleyball, pickleball, futsal or other activities
- \*Maximum 20 people

Half Court: \$40/hour

- Basketball, pickleball, futsal or other activities
- \*Maximum 10 people

Activity Room: \$50/hour or \$80/2 hours

Conference Room: \$30/hour or \$50/2 hours

GPX Studio: \$50/hour or \$80/2 hours (with use of equipment: \$60/hour or \$100/2 hours)

Multisport Cage: PEAK HOURS: 4p – 7p, M – F and 8a – 12p Sat/Sun

\$60/hour or \$100/2 hours

\$50/hour or \$90/2 hours (non-peak hours)

Multisport Simulator: \$20/half hour for 2 people; \$5 each additional person up to 4

Children’s Birthday Party: \$200, 2 hours for up to 10 children

Additional children: \$5/per child due day of event

Includes use of Margie’s Place with tables/chairs, air

hockey, ping pong and multisport simulator

After Hours Surcharge: \$20/hour

\*Maximum numbers may be adjusted based on the rental activity at the discretion of management.

**Discounts:**

*All Access Members receive a 10% discount for personal use only, not applicable when renting on behalf of an organization or group.*

*Culpeper, Madison and Orange county non-profit organizations receive a 10% discount.*