



## Facility Rental Request & Agreement Form

02.18.2024

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

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ (must be 25 years old to rent)

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

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

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

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

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

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

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

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

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

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Date(s) Requested: \_\_\_\_\_

DAY: M Tu W Th F Sa Su

Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM (30 min prior to rental allowed for set up. Clean up included in rental time)

1. Type of event to be held? \_\_\_\_\_
2. Is the 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 other 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 be 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 (Margie's Place and Full Court)	\$ _____
_____ ACTIVITY ROOM (Margie's Place)	\$ _____
_____ ACTIVITY ROOM ( Nancy's Place)	\$ _____
_____ CONFERENCE ROOM	\$ _____
_____ GPX STUDIO	\$ _____
_____ SPORT CAGE 1 cage _____ 2 cages _____	\$ _____
_____ COURT 1/2 Court _____ Full Court _____	\$ _____
_____ Full Gymnasium	\$ _____
_____ After Hours- _____ hours	\$ _____
_____ Extra Participants _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</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 PRFC business hours. After hour rentals will incur an additional **\$20/hr** staff fee. \_\_\_\_\_
2. 30 minutes directly before the rental time will be allowed for set-up. Clean up will be included in rental time. Rental-related access to the facility before or after approved reservation times will result in an additional fee. \_\_\_\_\_

**\*\*SPORT CAGE RENTALS:** Individuals renting the sports cages are responsible for set up (placing turf on the court floor under the cage, moving L-screens, and mats) and putting them away. Sweeping may be required by sponsor. Staff will lower and raise the cages.

3. Signage/decorations must be affixed by non-damaging tape only and removed at the end of the reservation time.
4. **NO** rice, glitter, confetti, sparklers, or similar material shall be used or thrown inside OR outside.
5. **NO** flammable liquids or other materials.
6. **NO** open flames.
7. NO smoking, alcoholic beverages, or controlled substances are permitted in the facility or on facility property. \_\_\_\_\_
8. The facility must be left clean by sponsors and participants. Clean and orderly shall include, but not limited to, having removed all decorations & hanging supplies utilized for the event, and ensuring that all trash is placed in trash cans. \_\_\_\_\_
9. 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. [REDACTED]

10. No parking in any area other than the designated parking lot.
11. 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.
12. 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 PATH Recreation & Fitness Center as an additional insured to the policy in advance of the rental application.
13. No money or admission fees shall be collected on the premises at any time without prior written approval. [REDACTED]
14. The number of people in the facility and its rooms must not exceed capacity limits.
15. Live music or DJ's are prohibited prior written approval.
16. All vendors and contractors who provide equipment or services for a rental must be approved in advance writing. A certificate of liability insurance may be required. (see # 12)
17. 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 #12)
18. 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 a provided cleaner. When you leave the building, tables and chairs must be reset as you found them on your arrival.

19. Room temperature controls will be set by staff and are not adjustable.
20. The event sponsor will supply plastic, vinyl, or cloth table coverings to protect all dining and serving tables.
21. Rentals must be paid in full at the time of booking. The space will not be reserved until the rentals is paid in full. We accept cash, checks, and all major credit cards.
22. **CANCELLATIONS:**
  - A 50% refund will be provided if a rental is canceled at least 30 days in advance of the reserved date.
  - If a rental is canceled at least 14 days in advance of the reserved date, you may reschedule within 30 days based on availability. Rentals canceled less than 14 days in advance of the reserved date may receive a credit to their account for future rentals, dues, or services.
  - 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 canceled on event-day by the renter, *due to severe weather conditions*, may receive additional considerations.
  - Non-compliance with any of these rules or applicable terms or conditions of use may result in denial of future applications for use of the 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 use of the premises utilized by my own 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 Phone Number: \_\_\_\_\_

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

**OFFICE USE ONLY**

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

**Cash/ Check #/ CC**

**Processed by:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

# Rental Pricing

Updated 4/09/2024

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

Gymnasium: \$150 /hour

Full Court: \$75 / hour

- Basketball, volleyball, pickleball, futsal, or other activities approved by manager.
- Maximum 20 people

Half Court: \$40 / hour

- Basketball, pickleball, futsal, or other activities approved by manager.
- Maximum 10 people

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

- Maximum 20-40 based on set up

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

- Maximum 16-20 based on set up

GPX Studio: \$50 / hour or \$80 / 2 hours

- With use of Equipment \$60 / hour or \$100 / 2 hours

Multisport Cage: With use of full court around it.

- PEAK Hours (M-F 4p-7p or Sat-Sun 8a-12p)  
\$100 / Hour or \$150 / 2 hours
- NON-PEAK Hours  
\$90 / hour or \$125 / 2 hours

Party Package: \$275

- 2 hours Margie's Place, fridge, tables & chairs, ping pong and air hockey
- 2 hours full court activity- 20 participants included

\$5 per person over 20 included participants.

\*After Hours rentals to include additional \$20 per hour after hour fee.

\*\*Maximum number for rentals may be adjusted based on the type of rental activity at the discretion of management.

**Discounts:**

All Access Members receive a 10% discount for personal use rentals.

All non-profit organizations in Madison, Culpeper, and Orange receive a 10% discount.