

Wise Sport & Fitness Center Rental Form and Agreement

Name of group or organization: _____

Name of group contact person: _____

Group mailing address: _____

City, state, zip code: _____

Contact phone numbers: _____ (day) _____ (evening)

_____ (cell) _____ (fax)

Contact email: _____

Date(s) of desired rental: _____

Time(s) of desired rental: _____

Areas to be rented (check all that apply):

Swimming Pool	_____	Locker Rooms (#)	_____
Dance Studio	_____	Court # 1	_____
Performance Arena	_____	Court # 2	_____
Concession Stand	_____	Court # 3	_____
Function Room	_____	Court # 4	_____
Parking Lots (#)	_____	Indoor Track	_____

Total number of guests: _____ *Age range of the group:* _____

Number of cars on site: _____ *Number of buses:* _____ *Number of vans:* _____

Describe the purpose for renting the facility and briefly describe any activities:

Special set-up requests (i.e. tarp, tables, chairs, etc.):

Wise Sport & Fitness Center Rental Rates

System for determining charges:

1. College function for students, faculty and staff will only pay actual costs for use.
2. Affiliates or those with a bona fide connection will pay costs for use + 15% (i.e. Sodexo)
3. Public or private lessee will be charged at market rate (see below).

Market prices:

Swimming Pool	\$ 45 per hour or negotiable
Dance Studio	\$ 45 per hour or negotiable
Blue Courts (cost per court)	\$ 45 per hour or negotiable
Indoor Track	\$ 45 per hour or negotiable
Weight Room	\$ 45 per hour or negotiable
Racquetball Courts (cost per court):	\$ 15 per hour or negotiable
Performance Arena	\$ 75 per hour or negotiable
Concession Stand:	\$ 15 per hour or negotiable
Function Room:	\$ 15 per hour or negotiable

Staffing costs:

Supervisors:	\$ 15 per hour or negotiable
Lifeguards:	\$ 15 per hour or negotiable
Physical Plant:	\$ 25 per hour or negotiable
Custodians:	\$ 25 per hour or negotiable
Security:	\$ 25 per hour or negotiable

Costs:

Facility costs: _____

Staff costs: _____

Taxes (6% of total): _____ Tax-exempt certificate on file: Yes No

Total due: _____ Make checks payable to *Allegheny College*

Deposit paid: _____ Date _____

Balance due: _____ Date _____

- Suggested chaperone-to-guest ratio is 1:7 for elementary school children. 1:18 for other student populations.
- Note: fee exceptions may apply to non-profit organizations and groups using facilities for institutional program fundraising purposes to be determined on a case by case basis.
- Rental fee in full or deposit may be required prior to the rental date.
- Note: If a permitted user requests concession stand access during their event, Allegheny College has the right of first refusal to provide concessions for outside events held at the complex.

- Allegheny College employees using the facilities for personal profit will be charged 5% of the gross profit. Use of facilities for profit by non-affiliates is not permitted.
- CC: Director of Facilities and Equipment, Assistant AD for Recreation, Assistant AD for Compliance, Physical Plant, Housekeeping, Security, Conference and Event Services, and the Director of Athletics and Recreation.

Statement of Responsibility for Facility Use: The user, or the user's sponsor if one is deemed necessary, shall be responsible for cleanup, damage, injuries, supervision, and any liability incurred during the use of facilities requested in the application received by the Department of Athletics and Recreation. The specific responsibilities are listed below.

Supervision, Injury, Cleanup and Damage: The user agrees to supervise the use of the facility to ensure that there is neither abuse to it nor any violation of the laws of the state or the rules and regulations of the agency. Assistance may be sought through the facility supervisors. Any personal injury requiring immediate medical attention must be reported to the facility supervisor or the ambulance service. A written report describing the circumstances must be completed and returned to the facility supervisor. A facility supervisor will inspect the facility before and after use. If cleanup is necessary it will be done by the user assuming the physical action of the cleanup (subject to inspection) or a work order for cleanup (user will accept financial obligations for this action). Any damage to the facility, its furnishing, or equipment must be reported in writing. The user will be responsible for the cost of repair or replacement.

Insurance: The Lessee shall, at his or her own expense, procure and maintain during the entire period of this lease Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence, including: contractual, advertising and personal injury liability. At all times during the lease, the Lessee shall maintain with the contracting officer a current Certificate of Insurance, showing as a minimum the insurance required and specifically naming Allegheny College as additionally insured for the period of the lease.

Indemnification: The Lessee indemnifies, saves and holds harmless Allegheny College and any agents and employees thereof, from any and all claims, demands, actions, or causes of actions of whatsoever nature or character arising out of or by reason of the execution or performance of the duties and obligations of the Lessee under the terms of this lease. The Lessee agrees to pay any costs incurred by the College in defense of any claim or suit against it arising out of the Lessee's obligation under this lease, including but not limited to reasonable attorney fees. The Lessee hereby relieves the College from all responsibility for any destruction, damage to, loss or theft of personal property, equipment, supplies or any other material on the premises belonging to the Lessee, employees and guests of group members brought to the premises by the Lessee.

Agreement: *By signing this agreement, the renting group, its leaders, agents, and participants agree to abide by all Wise Sport & Fitness Center policies specified by the renter. The renting group further agrees to pay all charges associated with their use of Wise Sport & Fitness Center, including damages they may have caused whether accidental or intentional, and cleaning costs as a result of use. The Department of Athletics and Recreation reserves the right to eject the rental group or any of its individual members from the premises at any time for breach of the rental agreement, illegal activity, or damages caused to the facility.*

Lessee (printed): _____ (signed): _____ Date: _____

Allegheny (printed): _____ (signed): _____ Date: _____