

# Gymnasium/Foyer

Town of Fort Smith Community & Recreation Centre



Fort Smith  
NORTHWEST TERRITORIES

## RENTAL FORM AND USER AGREEMENT

### FOR STAFF USE ONLY

Form Reviewed/All section filled-Staff Initial:	Receipt attached to Form-Staff initial:
Payment Received in Full-Staff Initial:	Event entered in EZ-Staff initial:

### CONTACT INFORMATION

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

ALTERNATE CONTACT NAME(S): \_\_\_\_\_ PHONE: \_\_\_\_\_

### RENTAL INFORMATION

DATE	FACILITY/ROOM	START TIME	END TIME	TOTAL TIME
TOTAL TIME				

### RENTAL PURPOSE

Instructor Lead     Private/Standard     Special Event     Group/Organization

#### **Instructor Lead: (Must be approved by Recreation & Special Event Coordinator or higher)**

Rental for the purpose of instructing to an individual or a group. Instructors must provide proof of current instructor certification and liability insurance. This must be submitted prior to booking/payment and must be attached to the rental form. **Booking/payment will not be permitted without said documents.**

#### **Private/Standard:**

Rented by a private individual for no other purpose than to attend the gymnasium, does not require any special accommodation, and does not involve instructing. Standard rental "package".

#### **Special Event: (Must be approved by Recreation & Special Event Coordinator or higher)**

Rental is not for the purpose of instructing to an individual or a group but requires additional resources or a modified schedule. The request must be sent in advance for approval. Payment and booking will not be accepted until approved.

**Group/Organisation: (Must be approved by Recreation & Special Event Coordinator or higher)**

Rental by a registered group such as but not limited to a club or organization. The group must provide liability insurance covering the event/rental. The request must be sent in advance for approval. Payment and booking will not be accepted until approved.

**RENTAL PARTICIPANT INFORMATION**

Age of Rental Group: 0-7 [ ] 8-12 [ ] 13 – 18 [ ] Adult [ ]  
Number of Participants: 1–25[ ] 26 – 50 [ ] 51+ [ ]

**RENTAL PACKAGES/FEES**

PACKAGE	FEE	AMOUNT	TOTAL
Gym/Foyer (no equipment)	\$25/hr		
Gym/Foyer (sport equipment)	\$30/hr		
Gym/Foyer (Bouncy Castle 1hr)	\$80/1hr		
Gym/Foyer (Bouncy Castle 2 hr)	\$150/2hr		
Gym/Foyer (1hr) + Pool (1hr) <b>MUST ALSO FILL POOL RENTAL FORM</b>	\$125/2hr		
Gym/Foyer + Castle (1hr) + Pool (1hr) <b>MUST ALSO FILL POOL RENTAL FORM</b>	\$180/2hr		
<b>EQUIPMENT</b>			
Table	\$1.50/day		
Chair	\$0.50/day		
Portable Sound system	\$15.00/day		
		<b>TOTAL FEES</b>	

**\*NOTE:** Equipment rental is only available for the purpose of the event(s) taking place within the C/S facility and cannot be rented for any out-of-facility/private event. Any request outside of the stated above must be submitted and approved by the Recreation Coordinator or higher.

**CONFIRMATION OF PAYMENT RECEPTION**

**Rental shall not be entered/confirmed until the rental form has been completed and submitted and paid in full.**

PAYMENT RECEIVED IN FULL: Invoice #: \_\_\_\_\_

**USER AGREEMENT**

The Town reserves the right to refuse any application and change or cancel any rental on short notice due to special events or circumstances beyond its control.

The Renter agrees, that during the use and occupation of said facilities, it will indemnify and save harmless, the Town of Fort Smith from any and against all liability resulting from injury or damage to any person(s) or property, directly or indirectly as a result of the acts of its participants, servants or employees.

The renter agrees that alcoholic beverages will not be permitted in Town facilities except for approved licensed events where appropriate permits have been obtained from the territorial licensing authority. Groups hosting licensed events must provide appropriate documentation in advance as proof of compliance with NWT liquor and cannabis regulations. License events must be approved in advance by the Recreation Coordinator or higher.

The Town's liability insurance coverage does not extend to include negligence on the part of its users. The Town is not responsible for lost, stolen, or broken items or other damages to supplies, materials, and equipment brought by the renter onto said premises.

Abuse of facility rules, regulations, and or equipment may result in loss of rental privileges and access to and for any Community Services Facility.

All equipment outside of equipment provided by CRC must receive approval of use, depending on the facility and or intent of use.

The capacity of Town facilities and rental spaces is limited as mandated by the Office of the Fire Commissioner. All aisles, corridors, and doorways will be kept clear and free of obstructions.

The Renter agrees to leave the premises clean and tidy within 5 minutes of the stated end time. The renter agrees that they will comply with the rules and regulations of the facilities and the Town. Medical, first aid, and/or personnel requirements for event rentals are the responsibility of the Renter.

### **TERMS AND CONDITIONS**

The organization or individual(s) booking the above facility understands and agrees to abide by the User Agreement that has been provided and any other Regulations that may apply. No patrons under the age of 18 are allowed in the facility/park without an adult (over 18) supervision during the entire time of the rental. Terms and conditions may only be signed by an individual 18 years of age and older.

**Any cancellations without a minimum of 48 hours' notice will not be refunded or credited.**

The organization or individual(s) booking the above facility understand and agree that they are allotted **15 minutes** of set-up time before their rental. If they need more time to set up, they can request the additional time with a fee.

I \_\_\_\_\_ have read and understand the Fort Smith Recreation & Community Centre, Gymnasium/Foyer User Agreement. I am responsible for sharing information and ensuring that all individuals present during this rental adhere to the information, rules, and regulations presented in this document and any other posted/existing Town Facility policies and regulations. The information provided in this document is complete and accurate

SIGNATURE: \_\_\_\_\_ DATES: \_\_\_\_\_