****FREMONT COMMUNITY RECREATION AUTHORITY

Rental Application

**Applications must be submitted at least ONE WEEK prior to requested date.**

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell/Work Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Actual Event Time (start/end) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Required (with set up/clean up): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number in Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment Needed: \_\_\_\_\_\_ Tables \_\_\_\_\_\_ Chairs \_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After Hours Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECREATION AUTHORITY ROOMS** (Check all that apply)

\_\_\_\_\_ Classroom \_\_\_\_\_ Community Room \_\_\_\_\_ Fitness Area \_\_\_\_\_ Foyer

\_\_\_\_\_ Gymnasium \_\_\_\_\_ Hallway \_\_\_\_\_ Locker Rooms \_\_\_\_\_ Parking Lot

\_\_\_\_\_ Pool \_\_\_\_\_ South Commons \_\_\_\_\_ Entire Building

\_\_\_\_\_ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FREMONT PUBLIC SCHOOL ROOMS (Check all that apply)**

($20/room weekdays; $30/room weekends; plus a $10 administrative fee)

 \_\_\_\_\_ PF Gym \_\_\_\_\_ PF Pod \_\_\_\_\_ Daisy Brook Gym \_\_\_\_\_MS Big Gym

 \_\_\_\_\_ MS Small Gym \_\_\_\_\_ Quest Gym \_\_\_\_\_ Rock Wall \_\_\_\_\_ Pine Street Gym

**RENTAL POLICIES**

1. Most rental rates are hourly and vary depending on whether it is a weekday or weekend rental and whether you are a resident of the City of Fremont or one of the participating townships (Sheridan and Dayton).

2. Rates are determined on either a half-day rate (up to 4 hours) or a full day rate (over 4 hours). Weekday rates apply Monday through Thursday and weekend rates apply Friday through Sunday.

3. A $300 refundable security deposit is required for all events over 100 people and/or for events serving alcohol.

4. If your event runs before or after the Rec Center’s normal opening or closing time for that day, you will be charged an additional $15/hour per staff member required.

5 Groups are expected to perform their own set-up and clean-up unless custodial service has been requested. Custodial service is charged at the rate of $30/hour. Clean-up includes, but is not limited to wiping off tables, sweeping, bagging and taking garbage out to the dumpster, and generally putting the room back as found including turning out lights.

6. Full payment for all rentals is required when signing up for the rental and signing this rental form. Fifty percent (50%) of the rental is considered non-refundable. The remaining 50% is refundable if the rental is cancelled at least 45 days prior to the event-date. After that time, the remaining 50% is also considered non-refundable.

7. All checks are to be made out to: Fremont Community Recreation Authority.

8. When renting facilities, you may be required to show proof of liability insurance to cover your group/event. The individual signing this request and the user group will be financially liable for damages. If alcohol is to be served, Fremont Community Recreation Authority will need an insurance policy for the event indemnifying the Authority. Alcohol is not allowed in the pool area. Glass containers of any kind are not allowed in the pool area. Alcohol is allowed in the Community Room and the South Commons.

9. Rental of the pool includes one lifeguard for the first 25 persons to be using the facility. Additional lifeguards are required for groups over 25 with an additional lifeguard required per additional 25 persons. The additional lifeguards will be charged at a rate of $15.00 per hour per lifeguard.

**TERMS AND CONDITIONS**

*The User Groups shall defend, indemnify, and hold harmless the Fremont Community Recreation Authority (FCRA) from any liability or claim for damages that may be asserted against the FCRA by reason of any accident or casualty occurring in connection with the Group’s use of the facility or equipment. The User Group shall be responsible for any damage to the facility or equipment and any additional costs incurred by the FCRA during or as a result of the Group’s use of the facility or equipment.*

*Signature of Sponsor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*For: Fremont Community Recreation Authority*

