

WEST MIDLAND FAMILY CENTER FACILITY RENTAL AND RESERVATION FORM

Date & Time of Rental being Requested: _____

Today's Date: _____

If this is a recurring rental, please list **all dates**: _____

Type of Activity: _____

(Type of Activity Examples: Basketball, Volleyball, Birthday Party, etc)

Contact Person: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email address of contact person: _____

Person in charge of the activity the day of rental? _____

Is this an Organization/Agency Event? Yes / No Name of Organization: _____

RENTAL RATES

(Time needed must include set-up and clean-up times, you will be responsible for payment during these times)

Room:	Time Needed:	Rental Rate:	Room Fee's:
Meeting Room	From _____ To _____	\$15.00 per hour*	_____
Half Dining Room	From _____ To _____	\$15.00 per hour*	_____
Full Dining Room	From _____ To _____	\$30.00 per hour*	_____
Kitchen (Prior Approval/Training)		\$10.00	



Gym B & Batting Cage	From _____ To _____	\$45.00 per hour*	_____
Gym A & Climbing wall	From _____ To _____	\$50.00 per hour*	_____
Gymnasium A	From _____ To _____	\$30.00 per hour*	_____
Gymnasium B	From _____ To _____	\$30.00 per hour*	_____
Glow Feature/Equipment & Games (setup/usage fee)		\$30.00	_____
Large Games (setup/usage fee)		\$20.00	_____
Gymnasium Equipment - \$10.00 set-up/usage fee:		(Please circle below which equipment you would like to rent)	
Basketball Volleyball Scooters Kickball Frisbee's Hockey Playground Balls Bowling Tunnels Tennis Balls Footballs Soccer Balls Cones			



Total Room/ Equipment Fee: _____

Bowling Center *Requires contact with Recreation Supervisor to reserve Bowling Center.

Rent Two Lanes From _____ To _____ \$20.00 per hour* _____ (2 Hour Max)

Number of People (Max 6 per Lane): _____ **Every group of four children aged 10 & under must be chaperoned by 1 adult.**

Table Setup (Hallway- Max 8 people) Yes or No \$8 _____

(NO food or drink allowed in Bowling Center)

(Please select a room for your party from above)

Total Cost: _____



Small Pavilion Rental **From** _____ **To** _____ **\$25.00 per day** _____

Large Pavilion Rental **From** _____ **To** _____ **\$50.00 per day** _____

Pavilions are free to first come/first serve, there is a charge if you wish to reserve.

*Pool rentals require a separate reservation form. Please contact Renee Allen, (989) 832-3256.

Swimming Pool Rental (Seasonal) \$80.00 per hour (up to 30 people) Additional \$20 per hour for every 20 people over 30.



Rental Scheduling Policies:

- * Rentals during regular business hours must be paid in full 24/48 hours prior to rental date.
- * Rentals that occur outside regular business hours must be paid in full at least one week prior to rental date.
- * Rentals outside regular business hours will be charged an extra \$20.00 per hour.

CANCELLATIONS:

- * One week notice is required for cancellations to receive your rental fee & deposit refund, less than one week you forfeit rental deposit.
- * Cancellations less than 24hrs prior to rental forfeit rental fee and deposit.
- * Damage deposit of \$50.00 required for ALL rentals.
- * Set up & clean up fees for room rentals: \$15.00 per hour / 1 hr. minimum

PAYMENT SECTION

DAMAGE DEPOSIT (charged to every rental):	\$50.00
ROOM/EQUIPMENT FEES:	\$ _____
AFTER HOUR RATES: (\$20.00/hour)	\$ _____
OUTDOOR SPACES:	\$ _____
BOWLING CENTER:	\$ _____
TOTAL RENTAL FEE:	\$ _____
Miscellaneous	_____
TOTAL RENTAL FEE:	\$ _____

Date	Amount	Cash	Check #	Staff Initials
WMFC staff please give a receipt to patron for every payment.				

Fee's must be paid in full in advance of rental.

It is understood that the use of WMFC facilities will be within the hours designated; that the organization or person, whose representative has signed below will be responsible for any damage caused to WMFC property or loss of equipment during this course of occupancy; that the premises will be used for a lawful purpose and in accordance with the rules of WMFC. I understand that any facilities or equipment used by the rental group will be left in the same condition as found. I am aware that there are dangers involved in every recreational activity, but choose to engage in this activity with full knowledge of the dangers involved. I understand that WMFC shall not be liable for any damages arising from injuries that I might sustain, or for injuries of those whom I am in charge of supervising. I fully release and discharge the Center, its affiliated entities, its employees, its contractors and its agents from any and all claim, demands, damages, causes of action, present or future, whether they be known, anticipated or unanticipated, that may result from or arise out of my use or my groups use, or intended use of WMFC facilities and/or equipment. Further, I agree that any equipment that I, or my group uses, on the premises or borrow or rent from WMFC during our activities, I use at my own risk. WMFC makes no warranties regarding said equipment. The terms of this agreement shall also bind my family members, heirs, personal representatives, and trustees. I understand that this is a binding contract that supersedes any other agreement or representations. If I wish to cancel this contract, I must notify WMFC in writing, or by email and any such cancellation shall only be prospective. I am legally competent to sign this release.

Signature: _____ Date: _____

THIS RESERVATION IS NOT CONFIRMED UNTIL AN AUTHORIZED STAFF PERSON HAS SIGNED BELOW AND FEES ARE PAID.

WMFC STAFF APPROVAL: _____ DATE: _____

Staff Person Assigned to Rental: _____