

# NCK Wellness Center, Inc.

3033 US 24 Hwy PO Box 66 Beloit, KS 67420 • Tel (785) 738-3995 • Fax (785) 738-3997

## SHORT-TERM FACILITY RENTAL AGREEMENT

Activities conducted within the facility must abide by the rules and regulations of the NCK Wellness Center, Inc. If you need to make changes to this agreement, notify the Wellness Center Director immediately at (785) 738-3995.  
*Notice of Cancellation must be given 7 days in advance of the rental dates or full fee will be charged.*

### ORGANIZATION & BILLING INFORMATION

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone No: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### RENTAL INFORMATION

Area Requested: \_\_\_\_\_ Gym \_\_\_\_\_ Pool \_\_\_\_\_ Classroom \_\_\_\_\_  
Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Date(s) of Rental: \_\_\_\_\_

Time of Event/Activity: \_\_\_\_\_ Will Food Be Served: \_\_\_\_\_  
Special instructions/needs: (bleachers out, b-ball goals up, trashcans) \_\_\_\_\_

### RENTAL FEES

**Gymnasium:**  
Per Day: \$55.00 Sports Practice Fee: up to 2 hours- \$25  
1 Year Agreement available: \$35/week (1 day/wk) + \$17.50/additional day/week – *subject to board approval*

**Pool Party (2 hour limit):**  
Number of Swimmers: Under 20: \$55.00 20-40: \$80.00 40+: \$105.00

**Classroom:**  
\$35/day

**Clean-up Fee:** \$30.00 base if food is served  
**Destruction Fee(s):** Will be assessed according to any damages that may occur  
*\*\*Clean-up/Destruction fees apply to both gymnasium and pool rentals*

### HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The undersigned agrees to hold harmless the NCK Wellness Center, Inc. and its board members, director, employees, and volunteers against any and all claims, demands, damages, costs, and expenses, including reasonable attorneys' fees for the defense of such claims, suits, losses or related causes of action for damages arising from the conduct, management, or operation of NCK Wellness Center, Inc. property by the undersigned, or from any breach on the part of the undersigned of any conditions of this Agreement, or from any act or negligence of the undersigned, its agents, employees, and participants in or about the premises, including but not limited to such claims that may result from injury or death, accidental or otherwise, during or arising in any way from this agreement.

### ACKNOWLEDGEMENT OF RESPONSIBILITY

The undersigned further agrees to be responsible to the NCK Wellness Center, Inc. for the use, care, cleanup, and damage of the above named facilities, and to conform to the rules and regulations set forth by the NCK Wellness Center, Inc.

Responsible Party's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Director Approval: \_\_\_\_\_ If not, reason: \_\_\_\_\_

Posted to Calendar: \_\_\_\_\_ Paid: \_\_\_\_\_

Billable Event: \_\_\_\_\_ If no, reason: \_\_\_\_\_

Updated Rules and Regulations Mailed on: \_\_\_\_\_

Informed Consents Needed: \_\_\_\_\_ If Yes, Distributed: \_\_\_\_\_ Collected: \_\_\_\_\_

Keys Needed: \_\_\_\_\_ Returned: \_\_\_\_\_

Notes:

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**Custodial/Maintenance Walk-Through:**

Gymnasium

Pool

Locker Rooms

\_\_\_ Floor

\_\_\_ Pool

\_\_\_ Toilets

\_\_\_ Bleachers

\_\_\_ Spa

\_\_\_ Showers/Sinks

\_\_\_ BB Goals/ VB Nets

\_\_\_ Deck

\_\_\_ Walls/Floor

\_\_\_ Walls

\_\_\_ Toys/Equipment

\_\_\_ Lockers

Damages (if any) Assessed:

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Cleaning Needed:

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Custodial/Maintenance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

## **RULES AND REGULATIONS**

### **General Wellness Center Conduct**

- For security purposes, all members must enter and leave the facility through the front entrance and exit
- All members must check in by scanning their membership card at the front desk
- Please report any accidents, including spills and breakage of equipment, to the front desk immediately
- Children (under 14) may use the pool, gym, or racquetball court when supervised by an adult (18+) at all times.
- Please treat all equipment with care and disinfect each machine when you are finished using it. To avoid injury, ask for assistance at any time you are unsure of how the equipment works. Misuse or abuse of the facility or equipment will not be tolerated.
- Office phones are restricted to business use only. Messages will be delivered in case of an emergency
- Personal headphones may be used in the facility (no boom boxes). An FM equipped radio can tune into the TVs located in the cardio area.
- Dress code: Shirts or tank tops must be worn at all times. Shoes must be worn at all times. No sandals, open-toed shoes, or boots are allowed. To help maintain our floors, only non-marking soled shoes are allowed.
- Food and beverages are prohibited in all activity areas. Only drinks with closed, non breakable containers are allowed in the facility. No pop cans or open cups. Please leave all drinks in cubbies.
- Chewing gum is prohibited in the gymnasium, racquetball court, group exercise room, and pool area.
- No cussing, harassing, intimidating behavior, or physical exchange will be tolerated.
- No alcohol, tobacco, or illegal drugs are allowed on the property.
- No bicycles, skates, or pets of any kind are permitted inside the center
- The NCK Wellness Center, Inc. is not responsible for lost or stolen property. Please secure valuables appropriately.
- All lost and found items are handled at the front desk.

### **Gymnasium Rules and Regulations**

- No dunking on basketball goals
- Make sure shoes are free of rocks, mud, and sand

### **Pool Area Rules & Regulations**

- All swimmers must check in at the front desk
- Each swimmer must also sign in at the pool (after checking in at the front desk)
- Swimmers must shower off prior to entering the pool
- Children under the age of 8 are not allowed in the lap lanes unless enrolled in an organized program of accompanied by an adult (16+)
- Remove jewelry before entering the pool
- Toys and flotation devices are subject to approval by the pool supervisor
- All patrons must have proper swim suits. Articles of clothing such as cut-offs, jean shorts, and t-shirts are not acceptable for swimming
- A written physician's note is required for those with skin rash, disease, or open sores
- Food may be served in the pool area either BEFORE or AFTER a pool party, not during swim time. Please advise the Wellness Center Staff before party if extra table is needed
- Please respect the other visitors at the facility. If they are exercising, please stay out of their area and do not splash them
- Please review and follow all additional rules posted for the spa (therapy pool)
- Please review and follow all additional rules posted in the Pool Area
  - No Diving
  - No Running, pushing, dunking, or horseplay
  - Do not hang, jump, or sit on the lane lines
  - No food or glass bottles in the pool
  - No spitting or chewing gum
  - No flips from the side of the pool
  - Do not jump into the therapy pool