

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.

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

*Pre-paid fee due 7 days in advance of the first rental date.
Notice of Cancellation must be given 7 days in advance of the first rental date for refund.*

Gymnasium:

Up to 2 Hrs: \$55 Per Day: \$105.00 Food Served: Add \$30 to total Sports Practice up to 2 hrs.: \$25
1 Year Agreements available: \$55/week (1 day/wk) + \$17.50/additional day/week – *subject to board approval*

Pool Party (2 hour limit):

Number of Swimmers: Under 20: \$105.00 20-40: \$185.00 40+: \$250.00

Classroom:

Up to 2 Hrs: \$35 Per Day: \$65

Clean-up Fee: \$30.00 if food is served or floor scrubber deemed necessary due to traffic

Destruction Fee(s): Will be assessed according to any damages that may occur

***Clean-up/Destruction fees apply to both gymnasium and pool rentals based on Director evaluation.*

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:

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:

Cleaning Needed:

Custodial/Maintenance Signature: _____ Date: _____

Director's Acknowledgment: _____ Date: _____

NCK Wellness Center, Inc.
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 (younger than 7th grade) 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 (18+)
- 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. 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