



CANEY VALLEY RECREATION COMMISSION RENTAL AGREEMENT FOR FACILITIES BY AND BETWEEN THE CANEY VALLEY RECREATION COMMISSION (CVRC) AND _____(RENTER) ENTERED INTO
THIS ____ DAY OF ___, ____

RENTAL AREA, *please circle which applies*

- LION'S DEN (Kitchen included)
- GYM/GAME AREA (COMBINED)
- WHOLE FACILITY (Lions Den, Kitchen, Game Area, Gym)

Renter must complete this form in its entirety, pay the security deposit and abide by all the below terms and conditions. Failure to do so may result in the cancellation of Renter's facility rental request and/or the retention by CVRC of part or all of the security deposit.

Renter's Name:	Date of Event:
Renter's Phone:	Type of function:
Renter's Address:	Start/Stop Times:
City, St, Zip:	Estimated attendance:

What time needed in: _____

Renter's signature: _____

Renter's name (print): _____ Staff Initials: _____

FOR OFFICE USE ONLY

	AMOUNT	PAID/CASH	CHECK #	RENTER'S INTLS	STAFF INTLS
FEE:					
DEPOSIT:					

DATE CONTRACT RECEIVED:

STAFF INITIALS:



Accessing the building: Regardless if the rental is for the Lions Den or Gym area, you'll enter through the **MAIN ENTRANCE, RIGHT FRONT DOOR**. This door will be set to automatically open at the time specified _____. This door will automatically lock at the time specified _____.

If said door is not open at specified time please contact the number on the front door.

PLEASE COMPLETE THE FOLLOWING CLEANING AT THE END OF YOUR RENTAL. FAILURE TO COMPLY WITH THIS LIST WILL RESULT IN THE \$50 DEPOSIT TO BE ENFORCED.

Building Cleaning Checklist:

Gym Area:

- ☐ Facility Equipment is picked up and put back the way it was
- ☐ Floor swept and debris removed
- ☐ Bleachers swept and are put back up (if brought out)
- ☐ Doors to outside are shut tight
- ☐ Lights are shut off

Game Area:

- ☐ Facility Equipment is picked up and put back the way it was
- ☐ Floor is vacuumed
- ☐ Both bathrooms are cleaned
- ☐ Tables are wiped down
- ☐ Lights are shut off

Lions Den:

- ☐ In kitchen, all dishes are washed and put back where they were
- ☐ In kitchen, counters are wiped down
- ☐ In kitchen, floor is mopped
- ☐ Floor is vacuumed
- ☐ Bathroom are cleaned
- ☐ Tables are wiped down
- ☐ Tables and chairs are put back the way they were found
- ☐ Lights are shut off

Renter Print: _____ **Date:** _____

Renter Signature: _____



WAIVER FORM

The undersigned states that he/she understands that Caney Valley Recreation Commission, A.K.A. The Rec Center, is not and shall not be responsible for or liable for any illness, injury to person or damage to property resulting from the program/rental in which the undersigned is enrolling/renting or from his/her participating in said program/rental and the undersigned hereby forever releases and holds harmless the said Rec Center from any and all claims of any kind that the undersigned or his/her heirs, executors, administrators or assigns may have or claim to have resulting in any way from his/her participation in said program/rental.

I have read and understood the waiver statement and give permission for the participants names to participate in the CVRC program/rental.

Signature of Participant

Date

Print of Participant

Signature of CVRC Employee

Date

Print of CVRC Employee
