

# Complex Facility Rental for Schools

\_\_\_\_\_  
School/Camp Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Adult Sponsor

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
Date Requested

\_\_\_\_\_  
Time Requested

\_\_\_\_\_  
Number of Attendees

Facility Requested- Please put a check by the ones you want

1 Gym Court \_\_\_\_\_ (8:00AM earliest)

Indoor Pool \_\_\_\_\_ (10:30AM earliest)  
(Indoor Pool is not available the months of June and July)

Outdoor Pool \_\_\_\_\_ (10:00AM earliest)

Racquetball Courts \_\_\_\_\_ (8:00AM earliest)

Concessions \_\_\_\_\_ (10:00AM earliest)

**Upstairs, Youth Wellness Room and Aerobics Room is off limits!**

## Facility Rental Price

- Price for all of the facilities is \$450. Indoor pool will be available from 10:30AM – 2:00PM. Outdoor pool will be available from 10:00AM – 2:00PM.
- Price for the Outdoor Pool only, 10:00AM – 12:00PM, is \$175 for 45 swimmers (Over 45 will cost \$3.00 per extra swimmer)
- Price for the Indoor Pool only, 10:30AM – 12:00PM, is \$150 for 45 swimmers (Over 45 will cost \$3.00 per extra swimmer)

## Facility Rental Deposit

- Facility deposit is half of the total fee for the reservation.
- Facility deposit must be paid before the facility can be reserved.
- A 4% service fee will be added to all credit card transactions.
- Facility deposit is NON-REFUNDABLE if reservation is cancelled.
- Facility deposit MAY be transferrable to another reservation, if the Manchester Parks and Recreation Department is notified at least 10 business days in advance and the NEW reservation must be scheduled within 30 days or the deposit will be forfeited
- Deposit will be applied to total balance of rental.
- Deposit must be paid in full and reservation completely filled out and signed before reservation can be made.

## Facility Rental Payment

- Facility rental fee must be paid in full at least 7 days prior to reservation.
- Refunds will NOT be given for non-use of facility or cancellations not made within 10 business days of rental.
- Refunds that are issued will be minus the NON-REFUNDABLE DEPOSIT

\_\_\_\_\_  
Total Fee      -      \_\_\_\_\_  
Deposit      =      \_\_\_\_\_  
Balance      \_\_\_\_\_  
Date paid in full

## Terms and Conditions of Agreement

\_\_\_\_\_  
(initial) **Clean up** will be done by the above person/organization; if clean up is not satisfactory a \$25.00 cleaning fee must be paid and/or future rental privileges will be revoked.

The above person/organization indicated assumes full responsibility and liability for all persons involved in the activity during the hours indicated and to indemnify and hold harmless the Manchester Parks and Recreation Department and the City of Manchester against any and all claims for loss, injury, or damage to persons or property. The above person/organization further agrees to be responsible for the conduct of the activity and the condition of the facility upon expiration of the authorized time as indicated above.

There is a \$20.00 return check fee. Customer will be responsible for costs of collection including 33 <sup>1</sup>/<sub>3</sub> collection costs, court costs and attorney fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MRD Staff Initials