

# Craig City Gym Rental Form

(City Office keeps this form)



## Fees

Commercial	\$20/hour	Non-profit	\$10/hour
Deposit	\$75 (check required)	Deposit	\$50 (check required)

*Note: For kitchen facilities contact Craig Child Care Center at 826-3228*  
*Note: For skate rental contact Craig Youth Center at 826-3243*

Date Requested: \_\_\_\_\_  
Rental Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total time: \_\_\_\_\_  
Activity/Proposed Use: \_\_\_\_\_  
Adult Responsible (must be present during rental period): \_\_\_\_\_

Renter: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Rental Agreement

I have read and agree to abide by the rules provided to me in connection with my request to rent the Craig City Gym. By my signature, I acknowledge receipt of these rules and of the clean-up checklist provided with this form.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Hold Harmless Agreement

I recognize that the activity I propose to conduct at the City Gym involves the risk of injury and by entering into this agreement, I, \_\_\_\_\_, as the person in charge, agree to defend, indemnify, and hold harmless the City of Craig, its representatives, and/or assignees for injury or property damage suffered by myself or anyone in connection with or incident to the rental of the Craig City Gym under this agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **Administrative Use Only**

City Employee: \_\_\_\_\_ Marked on Calendar: \_\_\_\_\_  
Total hours of rental: \_\_\_\_\_ Rental Rate: \_\_\_\_\_ Rental Fee: \_\_\_\_\_  
Deposit Rate: \_\_\_\_\_ Date dep & fee rec'd \_\_\_\_\_  
Key pick-up date/time/location: \_\_\_\_\_  
Key out: \_\_\_\_\_ By: \_\_\_\_\_ Returned (Y/N & initial): \_\_\_\_\_

**Craig City Gym Rental Form**  
*(Renter takes this form with them)*

**Renter:** \_\_\_\_\_ **Rental Date:** \_\_\_\_\_

**All required funds received:** \_\_\_\_\_ (required prior to receipt of gym key)

**RENTAL AGREEMENT**

1. Rental time starts when you enter the gym and ends when you leave.
  2. Arrange to pick up the key prior to your rental. The key may be picked up M-F 8am-5pm at City Hall. Or, you may pick up the key at the Police Station after hours or on holidays. *A receipt showing payment of deposit and rental fee will be required to pick up the key.*
  3. Do not drag tables, chairs or other heavy objects; take care not to scratch the floor.
  4. **NO** nails, staples or tacks may be used on walls, floors or bleachers.
  5. In order to receive a deposit refund, the gym must be left in a clean and orderly fashion. All chairs, tables, and other equipment must be returned to its storage area. Floors must be swept and mopped; bathrooms must be cleaned; garbage must be emptied to dumpster; parking lot must be picked up. Lights must be turned off, and heat turned down.
  6. Return this form with the key to the Police Station or the City Hall drop box in the front entrance immediately following your rental.
  7. You may pick up your deposit check at City Hall after 1pm of the first business day following your rental. Rental deposit return is dependent upon satisfactory condition of the gym and timely return of the gym key.
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- Violation of these rules will result in termination of the rental agreement.
  - Refunds of deposit and rental fee will be given upon written notification of rental cancellation at least two business days prior to rental date.
  - Damage discovered during the inspection by staff after the rental period will result in an assessment against the renting party. If you notice damage upon entering the gym prior to your rental, please report it to the Craig Police Department at 826-3330 or to Victoria Merritt at the City Gym, 826-2575.
  - All lost and found items will be taken to POWER.

**Craig City Gym Clean-up Form**  
*(Renter takes this form with them)*

<b>Renter:</b> _____	<b>Rental Date:</b> _____
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**Please return this completed form with your gym key.** We will use this form to verify that all items have been addressed and that the gym was in satisfactory condition after your rental. If for any reason these items are not completed timely or satisfactorily, the City of Craig will retain all or a portion of your deposit to cover the cost of any time required to return the gym to rentable condition.

<b>Gym Care Checklist</b>	<b>Done</b>	<b>Verified by</b>
Equipment put away	_____	_____
Tables/chairs cleaned	_____	_____
Behind bleachers clean	_____	_____
Bathrooms cleaned	_____	_____
Floors swept/mopped	_____	_____
Lights Out		
Stage	_____	_____
Halls	_____	_____
Bathrooms	_____	_____
Parking lot cleaned	_____	_____
Garbage taken to dumpster	_____	_____
All doors locked	_____	_____
Key returned with completed form	_____	_____

To help you clean:

- Garbage bags, mop, cleaner, & paper towels are located inside double doors (use the gym key for access)
- Broom, dust mop, and dustpan are located by the front door.
- Tables belong under the stage (wipe down with cleaner and paper towels first)
- Chairs and extra tables belong in the locker room