

MCQUEEN PARK ACTIVITY CENTER

GYMNASIUM RENTAL RULES AND GUIDELINES



(for organized sports, activities and events)

1. The hours of the reservation includes set-up and clean-up time; plan accordingly.
2. Permit holder must check-in/out with facility staff upon arrival/departure. An END OF RENTAL FORM must be signed by both parties at the completion of the reservation.
3. Permit holder is responsible for leaving the room(s) in the same condition it was found. All garbage must be placed in trash receptacles and floors may need to be swept and/or mopped. Staff will provide cleaning supplies as needed.
4. Reserved court(s) will be available at the start time of the reservation time and the permit holder (or approved alternate contact) must be present prior to entering the gymnasium.
5. Rental group must stay within their rented area(s). Spectators interested in utilizing an open court must pay the gym entrance fee and obtain a wristband. See facility staff for details.
6. Children under the age of 12 must be accompanied and supervised by an adult age 18 years or older at all times.
7. Appropriate exercise attire to include t-shirts covering the entire torso, soft-soled non-marking athletic shoes, and athletic pants/shorts are required at all times. Sandals, bare feet, steel-toed boots, black-soled and other marking shoes are prohibited.
8. Water must be in a sealed, shatterproof container. Food, chewing gum, other beverages and coolers are prohibited.
9. Use of personal tables and chairs is prohibited in the gymnasium. Please see a staff member if special seating accommodations is needed.
10. Music and other personal media equipment should be utilized with headphones or earbuds. The use of external speaker systems is prohibited.
11. Grabbing or hanging on the nets or rims is prohibited.
12. Theft, compromising safety, verbal or physical threats, aggressive behavior or fighting will result in immediate removal from the facility and the suspension of all parties.
13. The center assumes no responsibility for personal items. All patrons are encouraged to secure their own possessions.
14. Patrons are to park in designated parking spaces only. Vehicles are not to be parked or left unattended in the front of the facility.
15. In the interest of public safety, FACILITY and GYMNASIUM USE RULES AND GUIDELINES must be followed at all times; any rule violation may result in removal from the facility.
16. Amendments to reservations must be made within 5 business days (M-F) prior to reservation date.
17. **CANCELLATION POLICY:** In the event of a cancellation, the credit/refund policy is as follows:
 - Cancellations requested with a minimum of 30 days' notice prior to event date will be credited/refunded 100% of the rental fees.
 - Cancellations requested between 30 days to two weeks prior to event date will receive 50% of the rental fees.
 - Cancellations requested with less than two weeks' notice prior to the event date will not receive a credit or refund.

Signature: _____

Date: _____

Permit: # _____