

# WRANGELL PARK AND RECREATION DEPARTMENT FACILITY RESERVATIONS AND RENTALS

WRANGELL COMMUNITY CENTER  
GYMNASIUM / MULTI-PURPOSE CLASSROOM / KITCHEN

## PROCEDURES AND GENERAL INFORMATION

Thank you for reserving or renting a space in the Wrangell Community Center. The facility requires a rental fee and because of this we ask that the reservation forms be completed at least one week prior to the actual reservation.

- Rental of the Wrangell Community Center requires a minimum of one-week lead time. This allows us to coordinate with department staff. Facilities **WILL NOT BE RESERVED** until a reservation form has been completed and approved and the required fees are acquired.
- There is a cleaning and security deposit required for rentals at the Wrangell Community Center. After the rental activity is complete, the deposit may be returned (depending on condition of the facility).
- We ask that you leave the room you reserved in the same condition as when you arrived. All cleaning must be completed and decorations removed immediately following the conclusion of your event (or by prior arrangements).
- Staples, nails, or other fasteners creating punctures to the building systems are not permitted.
- Tables and chairs are available for rent. If renting these items, all tables and chairs must be returned to their original storage area or another area as designated by the facility staff. Tables and chairs must be cleaned before storage.
- All garbage is to be removed by the renter and deposited in the dumpster located at the front of the Community Center, on Church Street. Kitchen rentals may require an additional dumpster(s), in which case an additional fee may be charged.
- Food and drink are not permitted in the Gymnasium without prior approval. If the Gymnasium is approved for food and drink, the Gym floor will require a wet mop after the activity. The floor will need to be mopped with clean, warm water. The water should be changed frequently as dirty water will streak the floor. There is a janitor's sink in the boy's rest room for water.
- The fee is based on the entire time that you are going to use the facility. If you have plans to decorate, your rental time should include time for set-up and clean-up. Please include any additional time in your rental.
- For dances, a dance permit is required from the Police Department. There must be six chaperones at least 18 years of age and a copy of the permit must be posted during the dance.
- If keys are issued, they will be provided to an adult only and the keys **must** be returned to the Parks and Recreation office within 24 hours of the end of the reservation. Please note office hours when planning for key retrieval and return.

## **RULES AND REGULATIONS**

1. For the protection of the gym floor we ask that participants in gym activities not wear street clothes, blacked soled shoes or shoes that are worn outside are not permitted. We realize this may be difficult at times but ask for your cooperation.
2. During dances we may use mats or ask participants not to wear their shoes.
3. Foul or abusive language will not be tolerated, participants will be asked to leave the facility.
4. Drugs are not permitted in the building. Persons bringing these items into the facility will be asked to leave and the Police Department will be notified.
5. Alcohol is not permitted in the building without prior approval from the Director of Park and Recreation and without the necessary permits. Persons bringing these items into the facility without obtaining the necessary approvals will be asked to leave and the Police Department will be notified.
6. Smoking or chewing tobacco is not allowed in the facility.
7. Food, drink and candy are not allowed in the gym area without prior approval from the Director of Park and Recreation.
8. Any action which is or may become hazardous to the patrons or staff is prohibited and you may be asked to leave.

**WRANGELL PARK AND RECREATION DEPARTMENT  
 AGREEMENT FOR RENTAL USE OF  
 RECREATIONAL FACILITIES**

Facility to be Reserved: \_\_\_\_\_

Date Desired: \_\_\_\_\_ Day of Week \_\_\_\_\_

Hours of Use: From \_\_\_\_\_ to \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_

**ACTIVITY AND ADMISSION INFORMATION**

ACTIVITY: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of Renting Party: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Phone #1: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_

I certify that I am the authorized representative of the organization named above and that the above statements are true. I agree for myself and for the organization named above to supervise all activities on the premise, and to comply with and enforce the rules and regulations of the facility during the time allocated for use by our group/organization. I agree for myself and for the organization named above to comply with the fee schedule governing permit users of City & Borough of Wrangell facilities.

The City & Borough of Wrangell immediately terminates this agreement if the Renting Party fails to comply with its promises to supervise all activities and to comply with and enforce all rules and regulations.

**HOLD HARMLESS AGREEMENT**

The Renting Party or group using the facility agrees to hold the City & Borough of Wrangell, its agents, employees and officials, while acting within the scope of their duties, harmless from all causes of action, demands and claims, including the cost of their defense, arising in favor of the organization, the organization's employees, or third parties on account of personal injuries, death or damage to property arising or of the premises or in any way resulting from the willful or negligent acts or omissions of the organization, its agent, employees or representatives.

\_\_\_\_\_  
 (Signature) (Date)

\_\_\_\_\_  
 (Approved By) (Date)

<b>Fee Rec'd</b>	_____	<b>Fee Received Date</b>	_____
<b>Deposit Rec'd</b>	_____	<b>Deposit Return Date</b>	_____
<b>Total Received</b>	_____		