



Gymnasium Rental Policy

PURPOSE: Provide a single point reference for all Lake Waynoka Gymnasium rental guidelines.

SCOPE: These guidelines apply to the following Lake Waynoka Health and Recreation Center Gymnasium that are available for private use and rental. These guidelines have been reviewed and approved by the Waynoka Property Owners Association (WPOA) Board of Trustees and can only be modified by that Board.

RENTAL POLICY AND PROCEDURE FOR THE Health and Recreation Center Gymnasium:

The Health and Recreation Center, 937-446-1778

- 1) The Health and Recreation Center Manager is in control of the rental of the Gymnasium.
- 2) This facility may be scheduled for use by property owners (in good standing) for private functions.
- 3) The property owner must come in to fill out the rental agreement form at the Health and Recreation Center.
- 4) Payment must be made in full at the time of reservation.
- 5) We accept *cash* or *check* only.

RENTAL FEES:

- 1) Rental of entire Gym for your exclusive use
 - a. A **\$100 deposit** must be made at the time of rental. The **\$100 deposit** is refundable after acceptable clean-up.
 - b. The Gymnasium can be rented for a fee of **\$50 per hour**.
 - c. Hours rented will be from *start to finish* of scheduled event. This means from setup/decorating to taking down decorations and clean-up.
 - d. Full payment is **due at the time of rental reservation**.
 - e. Signs will be posted, and announcements made by the Health and Recreation Center one (1) week prior to the event that the gym will be unavailable for public use during scheduled event.
- 2) Rental of only the back half of the Gym (nonexclusive use)
 - a. A **\$50 deposit** must be made at the time of rental. The **\$50 deposit** is refundable after acceptable clean-up.
 - b. The back half of the Gymnasium can be rented for a fee of **\$25 per hour**.
 - c. Hours rented will be from *start to finish* of scheduled event. This means from setup/decorating to taking down decorations and clean-up.
 - d. Full payment is **due at the time of rental reservation**.
 - e. This is for nonexclusive use. The front half of the Gym will be available for member use.



- 3) All refunds will be determined by the Health and Recreation Center Manager. After acceptable clean-up, the Manager will issue the full deposit refund from the main office.

CANCELLATION POLICY: Cancellations must be made 24 hours before rental of event.

RULES FOR THE GYMNASIUM RENTAL:

- a. Date of and hours of use will be reserved when payment is received.
- b. Renting property owner must fill out and sign the Gymnasium Agreement form available at the Health and Recreation Center.
- c. Rental for the Gym area only. If the property owner has a non-member guest that would like to use the other areas of the Health and Recreation Center/Pool Facility, a guest pass or day pass must be purchased.
- d. Food and non-alcoholic beverages may be brought into the Gym but cannot be prepared on site.
- e. Renters wanting alcoholic drinks must obtain pre-approved consent from the WPOA Board of Trustees.
- f. No alcohol can be sold for cash or donation.
- g. Decorations must not cause any damage to Gymnasium in any way and must be removed at the end of the rental.
- h. Any tables or chairs belonging to the WPOA that are used must be returned to the proper storage area.
- i. The property owner is responsible for the clean-up of the facility and the Health and Recreation Center Manager must inspect the area prior to any deposit refund.
- j. If WPOA employees are required to clean-up after the rental to bring the area to a useable condition, the renting property owner will be responsible for a \$25 per labor hour charge against their deposit.



Gymnasium Rental Agreement Form

Property Owner: _____ Lot Number: _____

Phone Number: _____ Email: _____

Event Contact Name: _____

Event Contact Phone Number: _____

Mailing Address (Refund): Street Address: _____

City: _____ State: _____ Zip Code: _____

Date of Rental: _____ Time Start: _____ Time End: _____

Purpose of Event: _____

By signing below, I have received and understand the Gymnasium rental policy and the rental agreement form.

Property Owner Signature: _____ Date: _____



OFFICE USE ONLY

Option A) Full Gymnasium Rental

Deposit \$100.00 _____ Hours: _____ @ \$50.00 per hour

Option B) Half Gymnasium Rental (Back half)

Deposit \$50 _____ Hours: _____ @ \$25 per hour

Total Payment: _____ Check #: _____ Cash: _____

Employee Signature (Please Print): _____ Date: _____

Clean-up Completed: Yes No

Deposit Refund Approved: Yes No

Employee Signature: _____

Manager Signature: _____