

WRANGELL PARK AND RECREATION DEPARTMENT RESERVATIONS AND RENTALS

FACILITIES COMMUNITY CENTER GYM , KITCHEN & MULTI-PURPOSE ROOM

PROCEDURES AND GENERAL INFORMATION

Thank you for reserving or renting one of the Public Recreational Facilities. Several of these facilities require a rental fee and because of this we ask that the reservation forms be completed at least one week prior to the actual reservation.

- For dances, a dance permit is required. There must be six chaperones at least 18 years of age and a copy of the signed (Police Department) permit must be posted during the dance.
- There is a cleaning deposit for the Community Center and Pool. We ask that this be in check form and after the activity is over, the deposit may be returned (depending on condition of the facility).
- Rental of the Community Center and Swimming Pool, require one (1) week lead time. This will allow us to coordinate with department staff. Facilities **WILL NOT BE RESERVED** until a reservation form has been completed and returned for approval
- 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).
- Please do not use staples or nails on the walls or floor.
- We do have mats and runners that can be used to cover the gym floor.
- All tables and chairs must be returned to their original storage area or area designated by the facility staff. Tables and chairs must be cleaned before storage. Please indicate that you wish to have tables and chair at the time of your reservation as there is a limited supply.
- Remove all garbage to the dumpster located behind the Community Center (Reid St.).
- If food and drink are to be in the gym, the gym floor may need to be wet mopped 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.
- If food and drink are to be in the pool lobby, the floor will need to be vacuumed and garbage taken out to dumpster in front of the Community Center (Church Street).
- Cleaning supplies, toilet paper, paper towels and garbage bag liners are stored in the multi-purpose room (closet by the door). There is a janitor's sink in the boy's rest room for water.
- The fee is based on the time that you are going to use the facility. Please consider the time you will need to set up and breakdown for your event. During birthday pool rentals, this time includes pool time and party time. Please include all the time you will need in your rental reservation.

RULES AND REGULATIONS

Community Center

1. For the protection of the gym floor we ask that participants in gym activities not wear 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)

Fee Rec'd _____	Fee Received Date _____
Deposit Rec'd _____	Deposit Return Date _____
Total Received _____	

RENTAL FEES

RATES ARE PER HOUR

Swimming Pool			
Pool Rental		Pool Rental with Nessie	
0-15	\$50.00	0-15	\$75.00
16-30	\$75.00	16-30	\$100.00
31-45	\$100.00	31-45	\$125.00
46-60	\$125.00	46-60	\$150.00
Pool/Lobby Cleaning Deposit		\$50.00	
Locker Rentals			
\$10.00 per month, \$100.00 per year			

Community Center		
Community Gym	Per Hour	\$30.00
	w/Bounce House Per Hr	\$50.00
	Per Day	\$170.00
	Cleaning Deposit	\$100.00
Multipurpose Room	Per Hour	\$25.00
	Per Day	\$140.00
	Cleaning Deposit	\$100.00
Kitchen	Per Hour	\$25.00
	Per Day	\$140.00
	Cleaning Deposit	\$100.00
Tables	Per Table	\$10.00
	Damage Deposit	\$50.00
RV Park and Shelters	Per Shelter	\$15 <3hr and \$30 >3hr
	Non Electric	\$20.00/day
	Electric	\$30.00/day

CLEANING AND DAMAGE DEPOSITS ARE FULLY REFUNDABLE IF THE FACILITY IS LEFT IN ITS ORIGINAL CONDITION.

PAYMENT IN FULL IS EXPECTED PRIOR TO USE OF THE FACILITY BEING USED.

EACH USER/GROUP IS RESPONSIBLE FOR ANY DAMAGES TO FACILITY