

## PVCC Gym & Multi-Purpose Room

300 Walnut Street • Saratoga, WY 82331 • 307-326-8338

[rec@saratogawyo.org](mailto:rec@saratogawyo.org)

### Gym & Multi-Purpose Information Sheet & Rental Agreement Contract

PRINT ALL INFORMATION

HOST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PERSON OR GROUP NAME \_\_\_\_\_

REQUESTED DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

REQUESTED SPACE(S): ☐ GYM ☐ MULTI-PURPOSE ROOM ☐ STAGE

APPROXIMATE NUMBER ATTENDING: ☐ Less than 25 guests ☐ 26-49 guests ☐ 50+ guests

The PVCC gym, multi-purpose room, and/or stage shall be available for use by the public on a reservation basis subject to the conditions outlined below. The purpose of these guidelines is to establish standard procedures for administering the policy and to ensure fairness in the letting of the facility.

The applicant granted the reservation agrees to read and abide by the following:

#### RENTAL PROCEDURES AND REQUIREMENTS

1. Rental times should account for set-up and clean-up durations.
2. Rental host will inform guests of proper parking spaces, overflow must be coordinated by the rental host.
3. No one may enter the facility before the host(s).
4. All participants must wear gym attire. NO STREET SHOES ON BASKETBALL COURT PLAYING SURFACE.
5. Rental activities, including but not limited to food, games and/or toys, must be **PRE-APPROVED** and finalized by the Recreation Director or PVCC staff 3 days in advance of the party.
6. All children must be supervised by a parent or guardian while on the premises.
7. All attendees must leave the premises prior to the rental agreement time ends.
8. Town of Saratoga employees reserve the right to refuse space rental to anyone who doesn't conduct themselves in a safe manner or does not conform to the safety rules of this facility.
9. The rental host will be held accountable for leaving the premises clean.
10. Any property damage will be the responsibility of the rental host.

Our facility rules have been set up for safety and for the well-being of attendees. Please see that your guests are made aware of those safety rules, as you are ultimately responsible for the actions and conduct of those you have chosen to attend and/or participate during your rental time.

Town of Saratoga employee(s) and PVCC employee(s) is/are in charge at all times. Adults in attendance are expected to assist and cooperate with the employee(s). Repeated warning from an employee will be grounds for ejection from the facility.

- **Any guest(s) with special health requirements should be brought to the attention of the supervisor upon arrival.**

USER (HOST) NAME: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

1. User agrees to indemnify and hold harmless the Town of Saratoga/PVCC Joint Powers Board, its agents, and employees from and against any claims for damages for persons or property arising out of any use of the PVCC Gym Facilities and its premises by User. The Town of Saratoga assumes no responsibility for any property placed in or about the PVCC Gym Facilities.
2. No oral arrangement for the use of the PVCC Gym Facilities shall be valid. All reservations must be confirmed with a written contract, approved by the Town of Saratoga Recreation Director or the PVCC Director.
3. The fees for facility rentals are as follows unless otherwise specified:

**RENTAL RATES**

**(All rates are listed as cost per hour)**

\$15.00 Stage Rental

\$15.00 Multi-Purpose Room / \$20.00 Multi-purpose Room (Private Event)

\$20.00 Half Main Gym / \$25.00 Half Main Gym (Private Event)

\$35.00 Main Gym / \$40.00 Main Gym (Private Event)

Open Container Fee \$25.00 Per Rental (No Glass)

**\* A Private Event is closed to both members and the public for the entirety of the rental period. \***

**\* PVCC Weight Room and Cycling Room are accessible to members during Private Events\***

4. Activities, food, games and toys, not provided by the Town of Saratoga, must be PRE-APPROVED and finalized by the Town of Saratoga Recreation Director 3 days prior to the reserved date.
5. Renter is responsible for the set up and clean up of the facility. Renters agree to leave the premises in as good or better condition as it existed prior to their usage. All trash must be disposed of in community dumpster or taken with user. All decorations must be removed. No confetti, including filled balloon, allowed.
6. All participants must wear gym attire. NO STREET SHOES ON PLAYING COURT!
7. NO CHILDREN UNDER 13 ALLOWED IN WEIGHT & CYCLING ROOMS!
8. No glass containers or ceramic containers are allowed.
9. Smoking and vaping are prohibited in all rental spaces.
10. The Town of Saratoga employees reserve the right to stop or cancel a party at any time.

NOTE: All of the above rules and regulations are subject to change at any time.

I have read and understand all the above rental procedures, requirements, safety rules and regulations and agree to abide by them while renting the PVCC Gym & Multi-Purpose Room facilities.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWN OF SARATOGA REPRESENTATIVE

TOWN REP INITIAL \_\_\_\_\_

\*\*\*\* IF CANCELLED BY HOST, THERE WILL BE NO REFUND \*\*\*\*

HOST INITIAL \_\_\_\_\_

**OFFICE USE ONLY**

RENTAL DATE: \_\_\_\_\_ RENTAL TIME: \_\_\_\_\_

BALANCE: \_\_\_\_\_  
date received & amount

☐ CASH ☐ CHECK # \_\_\_\_\_ ☐ CREDIT/DEBIT