



100 Wulfsohn Road, Glenwood Springs, CO 81601
 (970) 384-6310 email: nicole.wenger@cogs.us

GROUP CONTRACT AGREEMENT

Thank you for choosing the Glenwood Springs Community Center for your group event! Our goal is to provide a safe, fun and memorable experience for your group. Please fill in the information requested below, and read and initial the policy and procedures section of the rental agreement.

GROUP NAME: _____ **Age(s):** _____ **Event Date Requested:** _____

Start Time: _____ **End Time:** _____

Estimated Guest Count: _____

CONTACT INFORMATION

Renter: _____ **Phone:** _____ **Email:** _____

Mailing Address: _____ **City:** _____ **Zip:** _____

Amenities Available: Please check all that apply and calculate fee.

Gym : ½ Gym: basketballs and hoops \$0. Private gym time is available; inquire about pricing.

YES X	FEE
<input type="checkbox"/>	<input type="checkbox"/>

Castle Bounce Option – 2-8 years of age recommended

\$100 + Tax/ hour (Includes set up & take down and requires Gym)

<input type="checkbox"/>	<input type="checkbox"/>
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Inflatable Obstacle Course – 7-12 years of age recommended

\$150 + Tax / hour (Includes set up & take down and requires Gym)

<input type="checkbox"/>	<input type="checkbox"/>
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Inflatable Fire Truck – 7-12 years of age recommended

\$150 + Tax /hour (Includes set up & take down and requires Gym)

<input type="checkbox"/>	<input type="checkbox"/>
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Climbing Wall - Open Climbing Session during public climb (No Charge)

Private climb time fee (Non-public climbing hours): \$60 (max of 12.)

<input type="checkbox"/>	<input type="checkbox"/>
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Ice Rink Package - During Public Skate Session (No Charge) / \$4 skate rental/ Private Rental

<input type="checkbox"/>	<input type="checkbox"/>
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Swim Package - During Public Swimming Session (No Charge).

Private pool packages are available, inquire for pricing.

<input type="checkbox"/>	<input type="checkbox"/>
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Total:	
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FEES AND CHARGES:

Rental Fee: \$6 x # of participants \$ _____ (Minimum of 15 participants)

Kitchen Rental \$25/per hour: \$ _____ Room Rental Additional Charge (contact Nicole Wenger for pricing) \$ _____

Additional Activities (from above): \$ _____

Total Due: \$ _____

(Payment must be received 72 hours/3 days prior to your event.)



FACILITY USE POLICIES AND PROCEDURES

Initial

- ___ 1. Group rates are available for 15 or more people.
- ___ 2. Total number of group participants must be requested 48 hours prior to your event.
- ___ 3. Additional participants may join the group rental at a day use fee, \$11-14 per person. There are no discounts after 48 hours. Please inform guest services at your time of arrival.
- ___ 4. If you wish to utilize a facility during a time other than the listed hours it is open, special arrangements can be made with 2 weeks advanced notice. An additional staff fee will apply.
- ___ 5. Wrist bands are available at the beginning of your group event at Guest Services. Wrist bands must be worn at all times during the group event.
- ___ 6. Group rental includes only the areas available for use and includes 30 minutes of set-up and clean-up times. Everything must be cleaned and put into trash cans before leaving the facility.
- ___ 7. If Renter does not arrive at the designated time. Renter will be charged for a minimum of two hours.
- ___ 8. Renter is responsible for the supervision and control of the participants attending the group event, to prevent injury and ensure safety before, during and after use of the facility. Community Center Staff reserve the right to intervene if it is deemed that supervision is inadequate.
- ___ 9. Participants on the Climbing Wall must have a signed waiver by parent/guardian prior to climbing. Children and under 4 may climb if they have a fitted, safety harness. Children under 4 without a harness may boulder on the wall with an adult.
- ___ 10. Maximum number of Climbing Wall participants is 12.
- ___ 11. 1 trained adult per 10 children and 2 trained adults per 20 children.
- ___ 12. If using the Bounce Houses or Inflatable Obstacle Course; a participant waiver and policy and procedure form must be signed prior to participation.

CANCELLATION POLICY

- ___ 1. Cancellations must be made 48 hours (2 business days) in advance for full refund.
- ___ 2. Cancellations made after 48 hours will be charged 50% of all fees.
- ___ 3. If no prior notice is given or participants do not attend, there are no refunds and 100% of all fees will be charged.

User shall release the City from any liability and hold the City of Glenwood Springs harmless from any claims resulting from leased premises during the term of use. I have read and understand the above statements and I agree to the terms.

Responsible Party Signature: _____ **Date:** _____

Internal Use Only: Room _____ RecTrac _____ #of Wrist Bands@GS _____ Waivers _____ Communication to Staff _____

Additional Notes: