

# RULES AND REGULATIONS FOR RESERVATION & RENTAL OF MONITOR CENTER GYM

**FEES: \$125.00 PER DAY - \$50.00/half day (not to exceed 4 hours)  
\$100.00 DAMAGE/ CLEAN UP DEPOSIT**

**RESERVATION REQUEST** may be made by phone or mail but is not valid unless the requester comes to the Department of Leisure Services office between 8:30 a.m. to 5:00 p.m. weekdays to pay \$25.00 reservation deposit. The remainder of the rental fee is to be paid one week prior to the date of use.

**RENTAL FEE INCLUDES:** Major cleaning, set-up and use of facility only.

**RENTER IS RESPONSIBLE FOR:**

- ! Leaving the building as found.
- ! Extension cords for any equipment used.
- ! Trash cans should be emptied in the dumpster at the end of the building.
- ! Wiping any spilled beverages or food off the floor.
- ! Turning off air conditioning or heat before leaving the building.
- ! Turning off all lights and checking to see if all doors are locked.
- ! DLS is not responsible for any of the renter's personal property left in the building at any time.
- ! Paper, trash and litter are to be cleaned up from the grounds in front of the building.

**RESTRICTIONS INCLUDE:**

- ! grounds **NO** serving of alcoholic beverages or controlled substances in the building or on the grounds
- ! **NO SMOKING** in the building.
- ! **NO** banners or decorations are to be hung from the ceiling or on the walls.
- ! Renter **will not** enter the building before 8:00 a.m. on the day of use and must vacate the premises by 12:00 a.m. **NO EXCEPTIONS**, Renter will be charged for another full day if entering or leaving before/after these times.
- ! Any damages to building from participants will be the responsibility of sponsoring organization, individual or hosting group.
- ! DLS reserves the right to refuse future use of Monitor Center Gym to any organization, individual or group who violates these rules and regulations.

**REFUNDS OF DEPOSIT WILL BE MADE IF:**

- ! Reservation is cancelled 72 hours prior to date of use.
- ! No damage has been done to building and key is returned promptly.
- ! If the building is not left as found, the Damage/Cleanup Fee will not be refunded.