

Northern Columbia Community & Cultural Center

N4Cs SCHEDULING FORM

(This permit is non-transferable)

GROUPS WISHING TO PARTICIPATE IN ACTIVITIES AT N4Cs MUST COMPLETE THIS FORM AND BE FULLY REGISTERED WITH N4Cs BEFORE ANY FACILITY USAGE

GYM RENTAL FEES:	\$50 MEMBERS	-	PER HOUR PER COURT
	\$70 NON-MEMBERS	-	PER HOUR PER COURT
	(8 to 12 Hour Gym Rentals: \$375 MEMBERS/\$500 NON-MEMBERS)		
KITCHEN RENTAL FEES:	\$10/hr MEMBERS	-	\$20/hr NON-MEMBERS
ROOM RENTAL FEES:	\$15/hr MEMBERS	-	\$25/hr NON-MEMBERS
FULL FACILITY RENTAL FEES:	\$100/hr MEMBERS	-	\$175/hr NON-MEMBERS

GENERAL INFORMATION:

1. Cancellation of a reservation less than 15 days from reservation will result in a forfeiture of fees
2. Conduct. This is a facility operation for the benefit of the community patrons. Patrons are expected to join the staff in promoting a pleasant environment. Patrons must respect the rights of others and are encouraged to display good sportsmanship when using the facility. The behavior of a Patron must not disrupt the experience of others.
3. Beverages, Tobacco, Illegal Substances, are prohibited. No glass beverages are permitted anywhere in the facility. Smoking or tobacco is prohibited.
4. Clothing/Shoes. Patrons must wear shirts, shorts, pants and athletic shoes in all areas of the Facility.
5. Age Restrictions. The following general age restrictions apply: Ages 8 and under must be directly supervised by an adult at all times unless they are participating in a facility-sponsored program or activity.
6. Inclement Weather. N4CS will make every attempt to keep the facility open during times of inclement weather; however, the facility will be closed if conditions are determined to be a threat to patrons.
7. No bicycles, skateboards, or in-line skates are permitted inside the facility.
8. All accidents should be reported to the staff on duty. First-aid supplies (ice, band-aids, gauze, gloves) are available.
9. Disciplinary Policy. The authority to enforce the Rules and Regulations of the building is vested in its staff personnel. All problems should be reported immediately to the manager on duty. Violations of the Rules and Regulations will not be tolerated. N4CS reserves the right to take disciplinary action.

N4Cs

Scheduling Form Application

Name of Individual or Group: _____

** ORGANIZATIONS CARRYING INSURANCE POLICIES WILL BE REQUIRED TO PROVIDE THIS INFORMATION TO N4Cs BEFORE RENTAL CONFIRMATION*

Contact Person *(Must be 18yrs old)*: _____ Daytime Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Reason for Rental: _____

Rental Date(s): _____ Start Time: _____ End Time: _____

**Start time and end time includes set-up and clean-up*

Notes:

Facility Usage Acceptance of Terms

By entering this facility, you agree to abide by all policies established by the Northern Columbia Community and Cultural Center (N4CS). Also, you agree that all use of the facility, services and/or programs shall be at your sole risk and N4CS shall not be liable for any injuries, accidents or deaths occurring to you, arising either directly or indirectly out of utilization of the facility, services, and/or programs. You, as a guest of our facility, do hereby expressly release, discharge, waive, relinquish, and covenants not to sue N4CS or its staff for all such claims, demands, injuries, damages or cause of action, with respect to use of the facility, services and/or programs.

SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

BALANCE DUE: _____ AMOUNT PAID: _____ DATE PAID: _____ RECEIPT #: _____

PAYMENT METHOD (PLEASE CIRCLE ONE): CASH CK# _____ CREDIT CARD RCVD. BY: _____

(CHECKS PAYABLE TO N4CS)