



# Play Area Room Contract

**\$50 for 2 Hour Booking**

**Price Includes:**

- Rental Play Area Room only

<b>Customer Name:</b>		<b>Contact Phone #:</b>
<b>Contact Email:</b>		<b>Function Name:</b>
<b>Event Date:</b>	<b>Event Time: PLEASE CIRCLE PREFERRED</b> <b>11:00am-1:00pm</b> <b>2:00pm-4:00pm</b>	<b>Number of Attendees:</b>

*Please initial the line on top of each section on the line upon reviewing and agreeing to the terms below.*

           **General Rental Information**

- Cost of Initial Room Rental is \$50 and must be paid at time of booking event
- Additional Rooms Cost \$25 per Room
- Cancellations must be made at least 72 hours from date of event
- Any cancellations made within 72 hours of party date will result in forfeiture of fee
- All other areas must remain open to public
- MAX number of children at the party is 10
- Tables and Chairs are in the room FREE of Charge

  N/A   **Food and Beverages**

- No outside food or beverages may be brought into the facility.
- Additional pizza or food may be purchased before the event or during the event.

           **Event Times**

\_\_\_\_\_ 7 \_\_\_\_\_ 5 \_\_\_\_\_ u \_\_\_\_\_ and is  
subject to availability \_\_\_\_\_

           **Property, Liability, Damages and Conduct**

- Neither the Community Center, nor the Air Force, is liable for any loss or damages to merchandise, equipment, or articles left in any facility prior to or following any event
- The customer will be held accountable for any losses, damages to the room or fixtures belonging to the Community Center
- The customer is ultimately responsible for the conduct and behavior of event attendees
- The Community Center staff reserve the right to end services to any customer(s) that are not conducting themselves in an appropriate manner.
- There is a no tolerance policy in affect for any abusive or offensive behavior before, during or after the event. Proper authorities will be notified if necessary.

**Decorations**

- Please **NO** nailing, tacking or taping to the walls, ceiling or another part of the room without approval
- The customer is financially responsible for any damages to the room resulting from misuse of decorations
- **NO** sprinkles, glitter or confetti may be used or you will be charged a cleaning fee
- Staff will assist you in coordinating your decorations in accordance with the fire and safety codes
- If providing gift bags or party favors, please distribute them towards the end of the event
- Please coordinate the set-up and breakdown in your allotted 3 hours

**I have read each item above and fully understood all terms, conditions, and responsibilities of this rental agreement and agree to comply with all of the above. Failure to adhere to these policies, will result in additional charges, and/ or loss of the privilege of renting the facilities.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted by Staff Member:** \_\_\_\_\_

**Entered into Calendar (Initials):** \_\_\_\_\_ **Staff Member Working:** \_\_\_\_\_

<b>Play Area</b>	<b>\$50.00</b>
Additional Time (\$25 per hour)	\$
Pizza Pepperoni \$10.00 Cheese \$8.00	\$ na
Water \$ - Soda - \$ Juice- \$	\$ na
Additional Rooms (\$25 per room)	\$
<b>Total</b>	\$
<b>(-) Fee Paid</b>	\$
<b>Balance Due</b>	\$



Community Activities Center
Payment Agreement and Credit Card Auto pay Authorization

Child (ren) Last Name, First:

Name of Sponsor:

Cell Phone: Duty Phone:

Email Address:

Instructional Class (es):

Payment Schedule/Program Site:

- 1st of Month = Instructional
One Time Payment = Event/Birthday/Room Res.
Each Sport/ Instructional -Registered

(initial) I understand that Orbital online system will automatically charge my card per my payment schedule. If my payment declines, and fees not paid by 1730 on my payment schedule, I will be charged an additional \$5 late fee per day.

\*If payment continues to be declined and no method of continuation of payment for 1 month, child will be removed from program.

By signing below, I authorize the Community Activities Center to automatically charge my account for any balance due for services I have agreed to pay as stated above.

Signature

Date

This document contains personal data subject to the Privacy Act of 1974, 10 USC 8012 & EO 9397. Requires safeguarding and disclosure only as authorization in AFI 33-332. CONFIDENTIALITY APPLIES.

Credit Card Number:

Grid for entering credit card number digits

Type of Card Visa MasterCard

Cardholder Name (as it appears on the card):

Billing Address: Billing Address Zip Code:

3 Digit CVV Code Expiration Date (MM/YY):



Start Date: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_

### **Cleaning Checklist:**

#### **Play Area/ Cafe:**

- \_\_\_\_\_ 1. Carpets and floors are free of crumbs, stains and generally well cleaned.
- \_\_\_\_\_ 2. TV is off and unplugged.
- \_\_\_\_\_ 3. All eating areas are wiped down and cleaned.
- \_\_\_\_\_ 4. All trash has been collected and removed from facility.
- \_\_\_\_\_ 5. All tables, chairs and other furniture have been returned to their original location
- \_\_\_\_\_ 6. All food brought in by the customer has been removed.

#### **Common Area:**

- \_\_\_\_\_ 1. Equipment is wiped down and clean.
  - a. All equipment and furniture returned to their original locations.
- \_\_\_\_\_ 2. All games, DVD's, etc are returned to their rightful places, and
  - a. None are missing, broken or scratched.
- \_\_\_\_\_ 3. All electronics are turned completely off.
- \_\_\_\_\_ 4. Carpets and floors are free of crumbs, stains and generally well cleaned.
- \_\_\_\_\_ 5. All furniture has been returned to their original location.
- \_\_\_\_\_ 6. TV is off and unplugged. Piano is closed, pool table is covered.

#### **Art/ Dance Room:**

- \_\_\_\_\_ 1. No supplies have been utilized in these rooms. Only space is allowed to be utilized.
- \_\_\_\_\_ 2. Furniture is returned to its rightful location.
- \_\_\_\_\_ 3. Floor and area are cleaned, free of crumbs and trash.

#### **Facility As a Whole:**

- \_\_\_\_\_ 1. All trash has been collected and removed from the facility.
- \_\_\_\_\_ 2. All doors are closed, and locked.
- \_\_\_\_\_ 3. All windows are closed and locked.