

## Edward M. Armfield Sr. Civic and Recreation Center Lock-In Contract

Thank you for choosing the Armfield Center for your special event. We hope it will be a fun and safe visit. Please read over the contract carefully and sign below stating that the following information is correct. If you need the room set up in a specific manner, please diagram in detail on a separate sheet of paper. If you have any questions, please contact someone in the Administrative office at 368-2012.

GROUP NAME: \_\_\_\_\_

GROUP REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Telephone (H): \_\_\_\_\_ (W): \_\_\_\_\_

Type of Rental: \_\_\_\_\_ Date/Day of Event \_\_\_\_\_

Time Used: (From) \_\_\_\_\_ (To) \_\_\_\_\_ Room(s) Used: \_\_\_\_\_

Total Attendance Expected: \_\_\_\_\_

Swim Time: 9:00 – 11:00 PM Gym Time: \_\_\_\_\_

Number of Tables and Seating (If applicable) \_\_\_\_\_

Entrance to be Used: \_\_\_\_\_

**EQUIPMENT TO BE USED** (Please check to those that apply)  VCR/TV  Kitchen

Coffee Maker  Dry Erase Board  Flip Chart  Sound System

Other: \_\_\_\_\_

**RENTAL CLEANING CHECKLIST** (Please check those that apply) The Armfield Center Staff is happy to help you with your rental. However, you are responsible for the areas that you rent. Please help us to keep your area neat and clean by following this cleaning checklist:

Multi-purpose room  Locker rooms  Youth Center  Kitchen

Gym/Track  Conference room  Lobby  Hallway

Remove trash and personal items from indoor area of the facility

Other: \_\_\_\_\_

Please remember that you are only responsible for cleaning the areas that pertain to your rental. If you need assistance with cleaning equipment or supplies, please check with the building supervisor. Please be advised that your group will be responsible for the cost of any excessive maintenance needed following your rental of our facility and will be billed accordingly.

All patrons of the Armfield Center are required to observe the rules and regulations on schedule, and an attached hereto and incorporated herein by reference. The Armfield Center's posted Pool Rules will be enforced by the Aquatic Staff during all facility rentals.

**NO ALCOHOL OR TOBACCO PRODUCTS ARE PERMITTED IN FACILITY.**

### **INSURANCE REQUIREMENT:**

Every group which rents shall provide and maintain comprehensive general liability insurance for the duration of the rental period hereunder with an insurance company rated "A" by Best's and licensed in North Carolina, which such insurance should name the Armfield Center, and their respective officers, employees, agents, representatives and members as additional insurance and contain such coverage amounts and requirement as are pre-approved by the Armfield Center Insurance Committee or as designated thereof. A Certificate of Insurance must be delivered to the Armfield prior to commencement of any rental hereunder. An individual who rents the Armfield facility for a family function such as a birthday, wedding, retirement party or the not required to provide proof of insurance.

By signing where indicated below, the undersigned hereby represents and warrants that he/she is the authorized representative of the \_\_\_\_\_ group. The undersigned, on behalf of the group registered to use the facility, hereby agrees to waive, discharge, covenant not to sue, indemnify, save, release and hold harmless the Edward M. Armfield Sr. Civic and Recreation Center of Pilot Mountain. The Armfield Center and their respective agents, employees, officers, directors, members and other staff personnel, and each of their personal representatives, assigns, heirs and next of loin, from any loss, liability, damage, or cost resulting from any and all injuries, claims, demands, actions or judgments which we have had, or may have, or which heirs, executors or administrators of the members of the registered group may have or claim to have against the Armfield Center, their respective suvessors or assigns, for all injuries, known or unknown, to persons, whether or not members of the registered group, or injuries to property, real or personal, known or unknown, caused by, arising out of, or related to the groups' rental or use of the Armfield Center facility.

IN WITNESS WHEREOF, I have read this release and understand all of its terms and hereby voluntarily execute it on the:  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Signature of authorized group representative

\_\_\_\_\_  
Print name of authorized group representative

WITNESSED BY:

\_\_\_\_\_  
Signature of authorized Center representative

\_\_\_\_\_  
Print name of authorized Center representative

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TOTAL RENTAL COST: \_\_\_\_\_

DEPOSIT PAID \_\_\_\_\_ DATE/INITIAL \_\_\_\_\_

BALANCE DUE: \_\_\_\_\_ DATE PAID/INITIAL \_\_\_\_\_

Deposits are required a minimum of two (2) weeks in advance of your facility rental date. The balance is due 48 hours prior to event. The Center does not give refunds.