



GYMNASIUM RESERVATION REQUEST

Facility Address: 312 B S. Washington, Sedalia, MO

- REQUEST TO RESERVE FOR SPECIFIC USE:

- DATE(S) AND TIME(S) REQUESTED (*ALL EVENTS ARE REQUIRED TO CONCLUDE BY 10:00PM*):

- RENTER'S NAME: _____ ADDITIONAL CONTACT: _____

- RENTER ADDRESS: _____ RENTER PHONE: _____

- TEAM/ORGANIZATION NAME(S): _____

- NUMBER OF PEOPLE EXPECTED DURING RESERVED TIMES: _____

- WILL FOOD/BEVERAGE BE SERVED OR AVAILABLE FOR PURCHASE: YES NO

GYMNASIUM EVENT PAYMENT & CANCELLATION POLICY

- o **Payment Requirements:**

- ☐ Full payment, including deposit and rental fees, is required at the time of contract signing to secure the event reservation.

- o **Cancellation/Rescheduling Policy:**

- ☐ If the event is canceled **30-days or less** prior to the scheduled date, the **deposit and rental amount will be forfeited.**
- ☐ If the event is canceled **more than 30 days** prior to the scheduled date, the **deposit and rental amount are refundable.**
- ☐ **Rental dates and times are held as outlined** in this Agreement and **may not be rescheduled except** in the event of a facility closure or other circumstances approved in writing by Furnell Companies management.

- o **No Refunds:**

- ☐ Cancellations made within the 30-day window will not be eligible for any refund or reimbursement.

☒ I acknowledge and agree to the terms outlined in this cancellation policy for the GYMNASIUM. _____ (INITIAL)

INSURANCE AGREEMENTS AND REQUIREMENTS

- o At the discretion of ownership and depending on the nature of the event, renter may be required to provide evidence or certificate of general liability insurance in the amount of \$1,000,000 showing Furnell Companies as a listed the additional insured. If the RENTER is an organization, a Certificate of Insurance may be provided; if the RENTER is a person, a copy of the Homeowner's or Personal Liability Insurance Policy may be provided.

☒ I understand and acknowledge the insurance requirements for the GYMNASIUM. _____ (INITIAL)

SECURITY

- o Security personnel may be required and paid for by the RENTER and/or RENTER TEAM/GROUP subject to the nature of the type of event/use of the gymnasium and facility and will be subject to determination by the ownership.

☒ I understand and acknowledge the security personnel provisions for the GYMNASIUM. _____ (INITIAL)

REFERENCES

- o A minimum of (2) **professional** references are required for rental of the GYMNASIUM **i.e. current/former landlord and/or employer:**

☐ Name: _____

Phone: _____ Relationship: _____

☐ Name: _____

Phone: _____ Relationship: _____

DATE: _____ **APPLICANT SIGNATURE:** _____

Received Date: _____

Corporate Initial: _____