

Fitness & Recreation Center Party Reservation Contract

Party Name and Phone Number: _____
Party Date: ____/____/____ **Party Time:** _____

Each reservation is considered on an individual basis by the Recreation Staff of Houston's First Baptist Church, and in some cases, the Program Staff as well. Many factors influence the acceptance of your reservation, such as facility availability, impact on overall church schedule, facilities and Fitness and Recreation Center staff availability, and appropriate nature of the requested event.

Reservations:

The Reservation Fee (\$50) is required in order to confirm the event. This fee is non-refundable and nontransferable. The balance of the package cost is required thirty (30) days prior to the event, or the event will be cancelled. Reservation request form and rental agreement must be completed in their entirety in order for the reservation to be processed. A Recreation staff member will contact you to confirm availability of the facility required for your event. Renter will be charged for damages incurred while renting the facility.

Cancellations:

Reservations fees are non-refundable and non-transferable. Cancellations less than thirty (30) days from the day of the event are non-refundable and non-transferable (includes reservation fee and entire package price).

Set Up:

Set up in the Harbor Room (party room) includes: (8) 48" round tables, (6) chairs per table, and (3) 6' x 30" rectangle tables. Set up in the University Room and Craft Room will be determined on a case by case basis. Additional facilities set up may incur additional charges from the Facilities Department. The Fitness and Recreation Center provides bowling balls, game equipment and recreation balls with reservation of the gym. Socks are required for bowling. The FRC does not provide socks or shoes. Tennis shoes may be substituted for bowling shoes. Flip flops and open-toe shoes are prohibited in the bowling alley. A setup time of thirty (30) minutes is allowed prior to the event and a cleanup time of thirty (30) minutes is allowed following the event.

Event Policies:

Renter must be present for the event. The renter is responsible for any damages to the facility and/or late fees. A late fee of \$50 will be charged every ten (10) minutes if party attendees do not clear the facility. Renter is responsible to leave the facility the way it was found. Reservation times may not be extended unless previously approved and amount paid in full. Event attendees must stay in rented areas. Off-limit areas to all parties include: walking track, fitness room, weight room, men's and women's locker rooms, and gyms unless they have been reserved with the party package for an additional fee. Adult supervision of children is required, and ratios according to Houston's First Baptist Church Children's Protection Policy must be met. Ratios are: 1:10 for children 12 and under, 1:12 for children 13-18 years. At no time will children be left unattended. Parties who violate this policy will be given one warning and following thereafter the party will not be allowed to continue. This is for the safety of all parties involved. Music must be approved by a FRC staff member before the start of the party.

Additional Fees: Renter may be charged additional fees if any of the above policies are not followed. A credit card must be submitted for this purpose.

I agree and will follow the above Party Reservation Policies of the Fitness and Recreation Center at HFBC.

____/____/____
Signature Date