



Clear Waters Life Center Rental Agreement

Gonvick Gymnasium

CWLC reserves the right not to rent space for purposes outside of its mission statement.

Renter

Name _____

Address _____

Phone _____

Email _____

Notes _____

Rental Dates and Times

Date(s): _____

Event Time: _____

Unlock Building Time: _____

Lock Building Time: _____

Event Type: _____

Number of People: _____

Gymnasium and Canteen

(Canteen includes refrigerator and counter space).

_____ \$75 for 1 - 6 hours

_____ \$150 for full day (7-12+ hours)

_____ \$300 for all-day event with Event Coordinator

Total Cost of Rental \$ _____

Form of Payment

Date

- Event Coordinator required for events with 50 or more people.

_____ \$25 per hour for Event Coordinator, up to \$100 maximum.



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Office Checklist (Please initial on each line)

- ___ CWLC is a family-friendly space that prohibits smoking and alcohol use. Spaces are not available for dances due to noise, late hours and the inability to monitor family-friendly activities unless prior approval is given.
- ___ Please be very careful with the Pickleball nets if you move them. They are for member use only. Don't let kids play on them.
- ___ Any damage or breakage beyond ordinary wear and tear shall be the Renter's Responsibility to repair or replace the affected item(s). The Renter shall return the space to the same condition it was in prior to the Renter's use.
- Sweep or dust mop the floors.
 - Gather up the garbage and place the bag(s) by the exit door.
 - Wipe down all surfaces you used with sanitizer, which is provided.
 - Turn off all lights.
- ___ Children must be supervised at all times and are not allowed to run throughout the building.
- ___ Will you be using the Stage? ___ Yes ___ No
- ___ Serving food in the Gym? ___ Yes ___ No (Kitchen is an additional charge)
- ___ Do you want to use the Coffee Pot? ___ Yes ___ No (Additional charge for Coffee Coop)
- ___ Do you need tables or chairs? ___ Yes ___ No
- ___ Set up with Renter a time and day during the week before the event for someone to show them:
- Location of lights, bathrooms, tables/chairs, trash cans & bags, broom/dustpan, dust mop & sanitizer.
 - How to lock the door if necessary.
- ___ Let Renter know there will be an on-call person for their event, who will contact them the week of the event. They can ask questions & report issues to them.
- ___ Release of Liability: I hereby release Clear Waters Life Center and its training programs, the officers, the directors, employees, associates, facilitators, leaders, teachers and agents, from any and all liability, claims or demands. I have read, understand and accept the terms and conditions stated herein and acknowledge that this Agreement shall be effective and binding upon me and my heirs hereafter.
- ___ Payment is due in full prior to rental date.

Both parties are in agreement with this arrangement and understand their expectations.

Renter's Signature and Date _____

CWLC Signature and Date _____

Please give Renter a copy of this form once it's all filled out and signed.