

**Arthur & Gloria Muselman Wellness Pavilion**  
"Changing Lives Now!"

**Special Events Room and Pool Rental Application**

Thank you for your interest in renting the Arthur & Gloria Muselman Wellness Pavilion's Special Events Room. We are excited to provide you with the services and facilities needed to host a wonderful event. In order to ensure the room will be available on the date(s) desired, please complete and submit this application two weeks before your requested date.

Date(s) of Rental \_\_\_\_\_

Time of Rental (must include set-up and tear-down times)      From: \_\_\_\_\_ a.m./p.m. To: \_\_\_\_\_ a.m./p.m.

Name of Family / Organization \_\_\_\_\_

Person in Charge \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Anticipated number of Guests \_\_\_\_\_ Approximate Ages \_\_\_\_\_

Please check all needs that apply to your event:

- Special Events Room with Kitchen
- Use of Tables              Amount Needed \_\_\_\_\_
- Use of Chairs              Amount Needed \_\_\_\_\_
- Use of Microphone
- Use of Projection Screen
- Aquatics Facility equipped with pool and Jacuzzi (Additional Fee)

**Special Events rental hours (includes set-up and tear-down times):**

2 hours (\$100) \_\_\_\_\_      3 hours (\$150) \_\_\_\_\_      4 hours (\$200) \_\_\_\_\_      5 hours (\$250) \_\_\_\_\_

Aquatics Facility Included (\$100) \_\_\_\_\_

**Non-Members incur a 20% surcharge = \_\_\_\_\_**

**Total Amount Due: \_\_\_\_\_**

## ***Arthur & Gloria Muselman Wellness Pavilion***

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### **Special Events Room and Pool Rental Agreement**

I, the undersigned, hereby apply for use of the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc.'s facilities on behalf of family members, guests, groups, organizations, or ourselves. I acknowledge that the use of these facilities is subject to regulation by the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc., and I agree that our use is subject to compliance with all applicable Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc. policies, procedures, guidelines, and values.

Please ***carefully*** read the following;

Special Events Room is available to rent on a first come first serve basis.

Groups/individuals are responsible for their own set-up, take down, and clean up, **ALL** of which must be accomplished within the hours shown on the Special Events Room and Pool Rental Application form. Plan to allow for adequate time to take care of these activities. Groups/individuals may not have use of the facilities prior to or after these start/stop times without an additional fee.

Groups/individuals must bring everything needed to conduct the special event except what they have contracted with the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc. to provide.

The kitchen is intended for heating/re-heating food and not intended for a full meal preparation, as there are no utensils available. Groups/individuals are required to provide their own food and beverages. Refrigerator and freezer appliances are provided during the period of the rental however, all food must be removed at the end of the rental period.

All trash must be properly sealed and placed in the provided trashcans. If trash generated overwhelms the provided trashcans, then it is the responsibility of the reserving groups/individuals to arrange for proper disposal elsewhere. All food related trash must be sealed within a bag and placed in the outside receptacle.

Children 8 years old and younger must be accompanied by an adult at all times, while in the Arthur & Gloria Muselman Wellness Pavilion.

The Arthur & Gloria Muselman Wellness Pavilion is a smoke-free facility. Smoking is only permitted outside of the facility.

Items may not be attached to walls, ceilings, or windows unless approved by staff members.

Groups/individuals renting the Special Events Room and/or Aquatics facility are responsible for leaving the facilities exactly as they were found. Tables and chairs are to be put away, trash must be emptied, kitchen countertops, stovetops, microwave, and refrigerator are to be wiped clean.

The individual making the reservation will be held responsible for any damages resulting from the groups/individual's use of the facility and/or rooms that are left un-cleaned.

Damage to the facility or failure to leave the facility in acceptable condition will result in charges to cover any expenses incurred including, but not limited to, cleaning fees, key replacements, repair of damages, and administrative fees. All amounts due will be itemized and will be due upon receipt.

Refunds of deposit fees will only be available with a written cancellation, requested at least five days prior to the rental date.

**Release of Liability**

I understand that the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc. does not assume any responsibility or liability to me. In consideration of being allowed to use the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc.'s facilities, I assume all responsibility for and release and discharge the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc., and employees, whether paid or volunteer, from all claims, demands, actions, judgments, and executions against the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc., its agents, officers, officials, employees and representatives, for all personal injuries and property damage, known or unknown, caused by or arising out of the use of the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc.'s facilities.

I further waive any claim for damages for or arising out of the use of the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc.'s facilities. I acknowledge that I/we are engaging in this activity at my/our own request and risk and are not entitled to any compensation, benefit, or insurance coverage from the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc., nor will we claim any from the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village Inc.

I have read and understand the terms of the Special Events Room policies and rental regulations and agree to comply with those terms. I execute it voluntarily and with full knowledge of its significance.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

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**Special Events Room Rental Policies**

Thank you for your interest in renting the Arthur & Gloria Muselman Wellness Pavilion’s Special Events Room. We are excited to provide you with the services and facilities needed to host a wonderful event.

**Room Rental Policies:**

- The Special Events Room can be rented at a rate of \$50.00 per hour for members of the Arthur & Gloria Muselman Wellness Pavilion. Non-members wishing to rent out the Special Events Room may do so for an additional 20% surcharge
  - There is a minimum of 2 hours to rent the room
  - Hourly charges for the Special Events Room must include set-up and tear-down times. For example; 1 hour set-up + 2 hours event + 1 hour tear-down = 4 hours charge = \$200.
  - An additional flat rate of \$100 will be charged if you would like to have the aquatics facility included in your rental agreement
  - All room rental agreements will require a \$100 deposit fee that will be returned if, everything is returned as it was (tables and chairs put back, kitchen cleaned, no damages, etc.)
- A signed agreement with the \$100 deposit fee is required prior to any date being reserved
  - Any remaining renting fees are due the day of the rental, **PRIOR TO THE START OF THE EVENT**
- The Special Events Room is available to rent on a first come, first serve basis
- Room rentals should be scheduled at least 2 weeks in advance and reservations are to be made through the Facility Director
- Event guests will have access to Special Events Room, Kitchen, Restrooms, Game Room with pool tables, and Aquatics Facility (available for an additional charge)
  - If renting the Aquatics Facility, guests will have access to locker rooms
  - Children in the Aquatics Facility and locker rooms must be supervised by an adult at all times
- All persons using the Special Events Room must abide by the Arthur & Gloria Muselman Wellness Pavilion’s policies
  - Event Coordinator will be responsible for all guests’ actions while at the event including damage to the facility

**\*\*Room Rental Cancellation Fee\*\***

***If the Arthur & Gloria Muselman Wellness Pavilion staff members are not given written notification of cancellations at least 5 days prior to rental date, the \$100 deposit fee will NOT be returned.***