

Facility Rental Application

Thank you for your interest in renting the Arthur & Gloria Muselman Wellness Pavilion. We are excited to provide you with the services and facilities needed to host a wonderful event. Please complete and submit the following application to the Muselman Wellness Pavilion Director.

Date(s) of Rental: _____ / _____ / _____ to _____ / _____ / _____

Time(s) of Rental: From _____ a.m. / p.m. To _____ a.m. / p.m.

Name of Family / Organization

Event Coordinator / Person in Charge (must be at least 25 years old)

Address: _____ City: _____ Zip: _____

Home #: _____ Cell #: _____

Alternate Contact: _____ Relationship: _____

Cell #: _____ Number of Guests: _____ Approx. ages: _____

Note: The bather limit for the pool is 40 people.

Please select your rental package:

- Full Pavilion Package:** \$250/first 2 hours + \$63 for each additional hour

Will you need the projector? Yes No

Will you need the audio system (microphone or port)? Yes No

Your lifeguard is: _____

- Splash Package:** \$200/first 2 hours + \$107 for each additional hour

Your lifeguard is: _____

- Meeting Room Package:** \$125/first 2 hours + \$63 for each additional hour

Will you need the projector? Yes No

Will you need the audio system (microphone or port)? Yes No

If yes, we will arrange a time for training.

First 2 hours: \$ _____ + [\$ _____ (hourly rate) x _____ (hours)] = \$ _____
Total Cost

Total Cost with 20% Discount Applied (if applicable): \$ _____

Total Amount Due: \$ _____ Paid? Yes No

Chk #: _____ Date received: _____

Deposit Fee (\$100 unless otherwise noted) Paid? Yes No

Chk #: _____ Date received: _____

Facility Rental Agreement and Policies

Thank you for your interest in renting the Arthur & Gloria Muselman Wellness Pavilion. We are excited to provide you with the services and facilities needed to host a wonderful event. Please carefully read the following and sign and date at the bottom.

A. PURPOSE

The Arthur & Gloria Muselman Wellness Pavilion may allow rentals as a space for community groups and individuals to gather when their goals and objectives are not in conflict with the purpose, mission, vision of the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village, Inc., at the discretion of the Arthur & Gloria Muselman Wellness Pavilion Director and Swiss Village CEO.

B. EXPECTATIONS FOR CONDUCT

Those renting the Arthur & Gloria Muselman Wellness Pavilion are expected to abide by all rental and facility policies and agreements. Any conduct detrimental to the purpose, mission, and vision of the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village, Inc. such as gambling, use or storage of alcohol, vaping, drugs, smoking, use of profane language or fighting, is prohibited. Smoking is not permitted on Swiss Village property.

C. SUPERVISION

The Event Coordinator (Person in Charge) is responsible for the group's actions during rental, including damages to the facility or rooms left not cleaned. The Event Coordinator (Person in Charge) must be 25 years old or older. Even when Arthur & Gloria Muselman Wellness Pavilion/Swiss Village, Inc. staff supervision is present, it is the responsibility of the Event Coordinator (Person in Charge) to manage their group. All pool rentals require a lifeguard, which will be provided by the Arthur & Gloria Muselman Wellness Pavilion. All children 8 years and younger must be accompanied by an adult at all times while in the Arthur & Gloria Muselman Wellness Pavilion.

D. ARTHUR & GLORIA MUSELMAN WELLNESS PAVILION /SWISS VILLAGE, INC. NAME

The use of the Arthur & Gloria Muselman Wellness Pavilion does not imply endorsement, sponsorship, or recommendation of the group or activity. More specifically, the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village, Inc. does not endorse branded products, groups, or programs, such as:

- diet or weight loss products
- shakes and meal replacements
- pre-packaged meals
- supplements

Branded groups or groups affiliated with a branded product or program renting the facility may not solicit Arthur & Gloria Muselman Wellness Pavilion members or Swiss Village, Inc. residents or have access to our marketing channels, including posting flyers within the Arthur & Gloria Muselman Wellness Pavilion. These groups may not leave or post their literature in the Arthur & Gloria Muselman Wellness Pavilion. They may not sell, or generate income for, their product or program during rental or within the Arthur & Gloria Muselman Wellness Pavilion.

E. RESERVATIONS

Arthur & Gloria Muselman Wellness Pavilion

The facility is considered reserved once the deposit fee is paid. The deposit fee will be returned if clean-up is satisfactory, equipment is put back as it was, and no damages occur. Damages beyond the deposit fee 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. All rental and deposit fees, agreements and liability forms, insurance adjustments and/or proof of insurance, and an application are required prior to the start of the event. The Arthur & Gloria Muselman Wellness Pavilion reserves the right to cancel prior reservations at any time.

F. FEES AND HOURS

The Arthur & Gloria Muselman Wellness Pavilion has three rental packages available:

- Full Pavilion Package = \$250/first 2 hours + \$63 for each additional hour
- Splash Package = \$200/first 2 hours + \$107 for each additional hour
- Meeting Room Package = \$125/first 2 hours + \$63 for each additional hour

The following groups receive a 20% discount off the total cost of their rental package:

- Pavilion members
- Corporate membership partners
- Swiss Village residents
- Swiss Village board members
- Swiss Village employees (PT, FT, and PRN)

There is a \$100 deposit fee required (amount may be adjusted depending on the group activity) and a 2-hour minimum to rent the facility.

Pool rentals are available after the pool is closed to the public (30 minutes before facility close); however, members may still be in the lockers until we close. **Absolutely no food, beverages, or glass containers are allowed in the aquatics facility.**

The Multi-Use Room ("Meeting Room") may be rented after closing as well, or during open hours at the discretion of the Muselman Wellness Pavilion Director and Swiss Village, Inc. CEO.

The Muselman Wellness Pavilion is not available for rental on Swiss Village, Inc. holidays.

G. FACILITY RENTAL AND CARE

The facility is available for rental on a first come, first serve basis and reservations should be made at least two weeks (14 days) in advance. All reservations are to be made through the Arthur & Gloria Muselman Wellness Pavilion Director. Event guests will have access to different areas of the Pavilion depending on their selected package:

Full Pavilion Package

Gain access to Pavilion amenities for a fun family experience!

Access to:

- Multi-Use Room ("Meeting Room") with 8 foot tables, cushioned chairs, and full-length windows with elegant blinds for adjusted lighting

Arthur & Gloria Muselman Wellness Pavilion

- Kitchen with full size, double-door stainless steel refrigerator and pull-out freezer, electric-top stove and double oven, two-basin stainless steel sink, and abundant countertop space with a center island
 - Pavilion restrooms
 - Professional full-screen projector, Bose DVD player, and laptop VGA and guest Ethernet hookup. WiFi connection also available.
 - Professional sound system with 3.5mm (1/8 in) audio port and microphone
 - Billiards, complete with two pool tables, each with several cues and a set of balls and rack*
 - Nintendo Wii system, complete with big-screen TV and games*
 - Lounge area with a cozy fireplace and big-screen TV*
 - Warm water pool and Jacuzzi with certified Lifeguard*
 - Aquatics facility locker rooms with private showers*
- *only available after closed to the public

Splash Package

Our warm-water pool is suitable for any gathering!

Access to:

- Warm water pool and Jacuzzi with certified Lifeguard*
 - Aquatics facility locker rooms with private showers*
 - Pavilion restrooms
- *only available after closed to the public

Meeting Room Package

We have everything you need for your event!

Access to:

- Multi-Use Room (“Meeting Room”) with 8 foot tables, cushioned chairs, and full-length windows with elegant blinds for adjusted lighting
 - Kitchen with full size, double-door stainless steel refrigerator and pull-out freezer, electric-top stove and double oven, two-basin stainless steel sink, and abundant countertop space with a center island
 - Pavilion restrooms
 - Professional full-screen projector, Bose DVD player, and laptop VGA and guest Ethernet hookup. WiFi connection also available.
 - Professional sound system with 3.5mm (1/8 in) audio port and microphone
 - Billiards, complete with two pool tables, each with several cues and a set of balls and rack*
 - Nintendo Wii system, complete with big-screen TV and games*
 - Lounge area with a cozy fireplace and big-screen TV*
- *only available after closed to the public

Children less than 14 years old must be supervised by an adult at all times while in the aquatics facility. The adult must be 18 years or older and have the ability to swim. All Arthur & Gloria Muselman Wellness Pavilion Pool Rules and Regulations must be followed during rental of the aquatics area. The cardio and strength room may not be used during facility rental.

Groups are responsible for their own set-up, take down, and clean up, all of which must be done within the time reserved on the application. Groups must bring everything they need for the rental except for what is provided to them at rental. The kitchen is intended for heating/re-heating food and not intended for a full meal preparation, as there are no utensils available.

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Groups must provide their own food and beverages and all food and beverages must be removed at the end of the rental period. All trash must be properly sealed and placed in the provided trashcans. If the trash generated overwhelms the provided trashcans, then it is the responsibility of the reserving groups to arrange for proper disposal elsewhere. All food related trash must be sealed within a bag and placed in the outside receptacle.

Decorations: Items may not be attached to the wall, ceilings, or windows unless approved by the Arthur & Gloria Muselman Wellness Pavilion Director or Swiss Village, Inc. CEO.

Absolutely no open flames in the facility at any time.

Kitchen: Groups are responsible for leaving the facilities exactly as they were found. Tables and chairs are to be put away, trash must be emptied, and kitchen countertops, stovetops, microwave, and refrigerator are to be wiped clean.

Aquatics: Absolutely no food, beverages, or glass containers are allowed in the aquatics facility. All groups are responsible for leaving the aquatics facilities exactly as they were found.

H. CANCELLATIONS

Arthur & Gloria Muselman Wellness Pavilion staff must be given written notification of cancellations at least 5 days prior to the rental date. Failure to comply will result in forfeiture of deposit fee.

I. RULE VIOLATIONS

All persons using the facility must abide by the Arthur & Gloria Muselman Wellness Pavilion agreements and policies. Rule violations may result in a loss of facility privileges, suspension of facility rental, and/or immediate dismissal from the facility. Refunds will not be issued if the rental is terminated for rule violations. The Arthur & Gloria Muselman Wellness Pavilion/Swiss Village, Inc. reserves the right to deny access to any group that does not follow the rules and regulations in the Facility Rental Agreement and Policies.

J. INSURANCE/WAIVER

Groups may be required to add the Arthur & Gloria Muselman Wellness Pavilion/Swiss Village, Inc. as an additional insured on their insurance policy prior to usage. Groups may also be required to provide proof of insurance prior to rental.

Compliance with Facility Rental Agreement and Policies

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.

Signature: _____

Date: _____

Approval: _____ 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

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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 Facility Rental Agreement and Policies and agree to comply with those terms. I execute it voluntarily and with full knowledge of its significance.

Signature: _____

Date: _____

Approval: _____ Date: _____

For Office Use Only:

Document Checklist:

- _____ Application completed;
- _____ Signed Compliance with Facility Rental Agreement and Policies;
- _____ Signed Release of Liability;
- _____ Deposit Fee Paid - Chk #: _____; Date rcvd: _____
- _____ Rental fees paid prior to rental start - Chk #: _____; Date rcvd: _____
- _____ Copy of Insurance and/or added as an Additional Insured (if required)
- _____ (post-event) Deposit Fee Returned and Sent? - Date action taken: _____