



Gloria Hayden Community Centre Facility Rental Request

Return completed request forms in person to the GHCC, or scan and email to ghcc@yorkton.ca

Organization / Contact Information

Organization (if applicable):		
Applicant Name:		
Contact Number:	Contact Email:	
Contact Address:		
City:	Province:	Postal Code:

Event Information

Facility Requested: Gloria Hayden Community Centre	Room: <input type="checkbox"/> Gym <input type="checkbox"/> Courts <input type="checkbox"/> Walking Track Closure
Rental Type: <input type="checkbox"/> Phys-Ed Class <input type="checkbox"/> Fitness Class <input type="checkbox"/> Organized Sport / Tournament <input type="checkbox"/> Birthday Party	
<input type="checkbox"/> Other or Private Rental (please explain): _____	

Date(s) Requested	Start Time	End Time

Other information (equipment requests, sports instruction requests, tables/chairs, etc):

Important Information

Please send invoices by: Email Regular Mail

By signing below the Applicant agrees that they have read the Rules & Regulations for Facility Use on the reverse of this page, and further agrees to abide by the terms and conditions outlined therein.

Applicant Signature

Date

Gloria Hayden Community Centre Rules & Regulations for Facility Use

1. The Applicant agrees to the terms indicated in the Rental Request and the Rules & Regulations for Facility Use as listed in this document.
2. The Applicant agrees to pay the indicated fees associated to the facility rental.
3. The Applicant agrees to pay the full rate of the scheduled rental if cancellations and/or changes are not received in writing a minimum of **seven (7) business days prior** to the start date of the rental. “No Shows” are also subject to the full rental rate.
4. The Applicant is at least 18 years of age and will assume all responsibility for adhering to these Rules & Regulations during the rental.
5. The City of Yorkton reserves the right to refuse any application, to relocate or cancel any rental on short notice due to special events or circumstances beyond its control.
6. The Applicant agrees that all supplies, furniture, fixtures, and equipment brought onto the premises during the rental term shall be done at the Applicant’s own risk. The City of Yorkton is not responsible for lost, stolen, or broken items or other damages caused by any items brought into the facility.
7. The Applicant agrees to pay for any supplies, furniture, fixtures, or equipment damaged or destroyed during the rental, beyond acceptable wear and tear as determined by the City of Yorkton. Any damage is to be reported to the City of Yorkton immediately and at the latest the first business day following the rental.
8. The Applicant agrees to indemnify and save harmless the City of Yorkton from any and against all liability resulting from injury or damage to any person(s) or property, directly or indirectly as a result of their participants, servants, employees, patrons, or guests.
9. The City of Yorkton advises the Applicant that the City of Yorkton’s liability insurance coverage **does not** extend to include negligence on the part of its users. The City of Yorkton recommends that the Applicant seek out and carry sufficient liability insurance coverage for losses or damage for which the Applicant may be responsible.
10. The Applicant agrees that any securities requirements for the rental are the sole responsibility of the Applicant.
11. The Applicant agrees that Medical and First Aid provisions and personnel are the sole responsibility of the Applicant.
12. The Applicant agrees that alcoholic beverages will not be permitted in the facility.
13. As per Bylaw #38/2003, all City of Yorkton facilities are non smoking. At no time and under no circumstances shall the Applicant permit smoking in the facility. This extends to all tobacco related products including vaporizers, e-cigarettes and chewing tobacco.
14. The Applicant agrees to adhere to all maximum capacity regulations as deemed by Yorkton Fire Protective Services. These maximum capacity numbers are listed in the facility. All aisles, corridors, and doorways are to be kept clear and free of obstructions at all times.
15. The City of Yorkton reserves the right to remove any person(s) for the facility with just cause.
16. The Applicant agrees that this agreement shall not be sub-leased.
17. The Applicant agrees that they will comply with any additional Rules & Regulations posted at the facility.
18. The Applicant must abide by the stated start and end times. Set up and clean up times are to be included in this time frame.
19. Only clean, non-marking indoor shoes are allowed in the facility for sports play.

**Violation of any of these Rules & Regulations for Facility Use
may result in additional charges and/or loss of facility privileges.**