

Northern Columbia Community and Cultural Center

SCHEDULING FORM

42 Community Drive – PO Box 305 – Benton, PA 17814 – (570) 925-0163 – director@n4cs.org

(THIS PERMIT IS NON-TRANSFERRABLE)

GROUPS WISHING TO PARTICIPATE IN ACTIVITIES AT N4Cs MUST COMPLETE THIS FORM AND BE FULLY REGISTERED BEFORE ANY UTILIZATION OF FACILITY

GYM RENTAL FEES:	\$50.00 MEMBERS \$75.00 NON-MEMBERS (8 TO 12 HOUR DAY RENTALS: \$375 MEMBERS/\$500 NON-MEMBERS)	PER HOUR PER COURT PER HOUR PER COURT
KITCHEN RENTAL FEES:	\$10.00/HOUR MEMBERS	\$20.00/HOUR NON-MEMBERS
ROOM RENTAL FEES:	\$20.00/HOUR MEMBERS	\$30.00/HOUR NON-MEMBERS
MEETING SPACE FEES:	*CONTACT N4Cs FOR PRICING AND DETAILS	
FULL FACILITY RENTAL FEES:	\$100/HOUR MEMBERS	\$175/HOUR NON-MEMBERS

GENERAL INFORMATION:

1. Individuals/groups are expected to leave the facility/room as clean as when originally rented. A \$20 security deposit is required at time of payment and will be returned upon room inspection by N4Cs staff. If the room is deemed too uncleanly, this deposit will be held by N4Cs as an inconvenience fee.
2. Cancellation of a reservation less than 30 days prior to reservation date will result in a forfeiture of fees.
3. Patrons are expected to join the staff in promoting a pleasant environment. Visitors must respect the rights of others and are encouraged to display good sportsmanship when using the facility. The behavior of a visitor must not disrupt the experience of others.
4. Alcoholic beverages, tobacco, and illegal substances are prohibited. No glass beverages are permitted anywhere in the facility.
5. The following age restrictions apply to our guests: ages 8 and under must be supervised by an adult at all times unless they are participating in a facility-sponsored program or activity.
6. N4Cs will make every attempt to keep the facility open during inclement weather; however, the facility will be closed if conditions are determined to be a threat to patrons. Should this happen, any scheduled rental will be reimbursed or a date change may be requested.
7. No bicycles, skateboards, or in-line skates are permitted inside the facility.
8. All accidents should be reported to the staff member on duty. First-aid supplies are available at our front desk.
9. The authority to enforce the Rules and Regulations of the building is vested in its staff personnel. All problems should be reported immediately to the staff member on duty. Violations of the Rules and Regulations will not be tolerated. N4Cs reserves the right to take disciplinary action if deemed necessary.

N4Cs SCHEDULING FORM APPLICATION

NAME OF INDIVIDUAL OR GROUP: _____

*ORGANIZATIONS CARRYING INSURANCE POLICIES WILL BE REQUIRED TO PROVIDE THIS INFORMATION TO N4CS BEFORE RENTAL CONFIRMATION

CONTACT PERSON: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

REASON FOR RENTAL: _____

RENTAL DATE(S): _____ START TIME: _____ END TIME: _____

*START AND END TIMES INCLUDE SET-UP AND CLEAN-UP

FACILITY USAGE ACCEPTANCE OF TERMS

By entering this facility, you agree to abide by all policies established by the Northern Columbia Community and Cultural Center. Also, you agree that all use of the facility, services, and/or programs shall be at your sole risk and N4Cs shall not be liable for any injuries, accidents or deaths occurring to you, arising either directly or indirectly out of utilization of the facility, services, and/or programs. You, as a guest of our facility, do hereby expressly release, discharge, waive, relinquish, and covenants not to sue N4Cs or its staff for all such claims, demands, injuries, damages or cause of action, with respect to the use of the facility, services, and/or programs.

SIGNATURE: _____ DATE: _____

Office Use Only				
BALANCE DUE: _____	DEPOSIT: _____	AMT PAID: _____	DATE: _____	RECEIPT #: _____
PAYMENT METHOD:	CASH	CHECK	CC	RCVD BY: _____

