



District Rental Agreement (All District Buildings)

- DC Everest School District facilities will be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups or for school-related functions. DC Everest School District will permit the use of school facilities when such permission has been requested and approved through the Greenheck Turner Community Center Office. All agreements, schedules, fees, and rules will be established by the Greenheck Turner Community Center.
- Renters must be at least 18 years of age.
- All children under 18 years of age must be supervised in all areas of the building.
- Any damage to the building will be the financial responsibility of the individual/organization named on the rental.
- All facilities and equipment must be reserved, in advance, by contacting the GTCC Facility Scheduling Coordinator or through our online reservation portal.
- After use, all renters are responsible for putting away equipment. All private property is to be removed or disposed of at the end of your rental.
- Equipment such as tables, chairs, bleachers, scoreboards, sound/tech, etc., must be requested at the time of the facility reservation and are subject to availability. Additional fees may apply.
- Facility rentals only apply to the use of the space. Renters will need to bring their own sports equipment such as soccer balls, rackets, basketball, etc.
- Charges may apply for additional staff coverage, based on the event. Staff coverage will be determined by the GTCC.
- You may not come early or stay later than your scheduled rental time.
- Additional charges will be incurred for facility use outside of your scheduled rental.
- Any setup or cleanup time must be included in your rental request.
- GTCC staff reserves the right to prohibit building use by any individual, individuals, or organizations they feel causes an unsafe environment or when damage to the facility may occur.

Rules of Conduct

- Anyone entering the facility must follow the posted rules of conduct, which include:
 - Use of obscenities and insulting language
 - Spitting
 - Harassment and/or hazing of members, staff, and guests.
 - Vandalism
 - Fighting
 - Verbal altercations
 - Bullying

Belongings

- Anything brought into the facility is not the responsibility of the GTCC if lost, stolen, or damaged.
- Leaving items unsecured is done at your own risk and we strongly recommended not bringing valuables into the facility. Please utilize on-site lockers.
- Weapons and firearms of any kind, all tobacco products, e-cigarettes, vaping devices, alcohol, drugs, etc. are not allowed inside the facility or on any D.C. Everest Area School District property.
- Skateboards, rollerblades/skates, bicycles, scooters, and pets, with the exception of registered service animals, are not allowed inside the facility.

Reservations

- Facility reservations of 4 hours or less may be completed online through our facility scheduling software, [RecDesk](#). Payment with a credit or debit card is required.
 - Reservations may also be made by visiting our front desk. Cash, check, credit, debit payment required at time of reservation.
- Facility reservations over 4 hours may be made by contacting the GTCC Facility Scheduling Coordinator to complete the Facility Rental Application. Additional paperwork and insurance may be required.
- **Facility reservations of less than 10 hours will be required to make full payment at the time GTCC staff confirm your facility reservation.**
- Reservations with 10 hours or more of rental time will be required to pay a non-refundable down payment to hold the reservation. This payment will be applied towards the total invoice amount. The following down payments will be collected:
 - \$500 deposit for turf rental
 - \$500 deposit for ice rental
 - \$250 deposit for gym rental
 - Down payment will be paid when GTCC staff confirm your facility reservation.
 - Full rental invoice payment will be required 2 weeks before the event date.
- Additional charges (staffing, etc.) may apply and will be billed after the event.

Cancellations

- Cancellations must be sent via email or written correspondence to the GTCC Facility Scheduling Coordinator with the following stipulations:
 - Events with 10 hours or more of rental time must be cancelled at least 45 days before the event date.
 - Cancellation of all other reservations must be made 2 days before the scheduled date. Cancellations with less than 2 days' notice will be required to pay the full invoice amount.
 - Cancellations may not be made after the scheduled date. Payment of the full invoice amount is required.

Long Term Contract Rentals

- For cancellation information, refer to the contract.

Weather Related Cancellations

- GTCC will remain open if school is canceled due to weather.
- All District Building will be closed in the event of closure due to weather.
- If a rental decides to cancel due to weather, payment will still be required, and no refund will be issued.
- GTCC will reach out if a building closure is required due to weather. No payment is due if GTCC or DCE close a building because of the weather.

Payment Policy

- Payments for rentals must be paid at the time of the reservation. Failure to pay for use of space will result in loss of scheduling privileges.
- Payment is accepted in cash, check, credit, or debit card.

Refund Policy

- No refunds will be issued unless all criteria of the cancellation policy are met.
- Refunds will be returned to the credit card used to pay for the rental or as a check through the mail. No cash refunds will be given.

- Refunds may also be applied as a credit to your RecDesk account where it will be available to use for a future facility rental.

Non-Payment & Outstanding Balances

- Failure to pay for a facility rental will result in loss of scheduling privileges.
- Any renter with an outstanding balance that exceeds 15 days from the scheduled date will not be allowed to use the facility until the balance is paid in full. Any renter whose outstanding balance exceeds 90 days may be denied future use of the facilities.

Adjustments to Reservation Times

- Events ending earlier than the scheduled time will be charged the full rental fee.
- If the event exceeds the scheduled time, additional rental fees will be charged. Additional staffing fees may apply.
- An event that impedes another scheduled event, in the same space, will end at the time of the next scheduled event.

Turf Policies

- Only players, coaches, officials, and authorized personnel are allowed on the turf playing surface.
- Spectators must utilize the 2nd floor bleachers and viewing areas to watch activities on the turf. Turf-side portable bleacher may be used for special events.
- No chairs allowed in the facility.
- No food, gum, sunflower seeds, glass containers are allowed on the arena floor (turf & track).
- Turf equipment (goals, batting cages, etc.) supplied by GTCC must be set up and taken down by the group using the equipment.
- You may not arrive early to set up your fields. Any set up and clean up must be done during your rental time.
- Only rubber or plastic cleats are allowed on turf. No metal cleats.
- Sprinting spike shoes allowed on the walking track surface only.
- Turf reservation does not include use of the walking track. Walking track is available for a separate fee, if required.
- A/V equipment is available in the turf arena for an additional fee.

Gym Policies

- Gym rentals require a minimum use of 1 hour which includes set up and takedown of equipment.
- Cleats and batting practices are not allowed in the gym.
- No hard baseballs or softballs are to be used in the gym. Softies only.
- Chairs, tables, and staging equipment must be provided by GTCC or pre-approved by GTCC staff so as not to cause damage to flooring.
- For large gym events guidelines and rules including guest registration, equipment, seating, staging, concessions availability, and appropriate flow of spectator traffic, please contact the GTCC Facility Scheduling Coordinator.

Ice Policies

- 1-hour minimum for ice rentals.
- Your reservation time consists of set up, play, clean up, and resurfacing. If additional time is needed during your reservation, please indicate that in your request. Resurfacing is the last 10 minutes of your scheduled rental time.
- To ensure ice quality, ice cuts need to be scheduled every hour and a half unless the duration is for 2 hours. Please indicate when any additional ice cuts are required.

- During the resurface, the rink and players boxes must be empty of skaters and all rink doors must be closed.
- Stick handling is only permitted in the shooting gallery and on the ice.
- If the rink schedule is running behind, the Facility Maintenance Technician will communicate the issue as soon as possible.
- Rink door on north end must be closed prior to any shooting or stick handling activities.
- Locker rooms are scheduled by GTCC staff.
- Locker rooms are available 1 hour before your scheduled ice time. Depending on the schedule, locker rooms may be used before your schedule ice time.
- Locker room keys may be checked out from the front desk. We will ask for collateral to ensure the keys are returned.

Simulator Polices

- An adult, 18 years of age or older, is required to reserve a simulator. This adult must be present to supervise use of the simulator for the duration of the reservation and agrees to follow all rules and verbal instructions.
- Users are financially responsible for any damage caused by misuse or failure to follow rules and verbal instructions.
- The adult making the reservation may check out (1) key card from the front desk to gain access to the simulator room. Front desk staff will collect collateral (car keys, driver's license, etc.) which will be returned when the key card is returned at the end of the reservation.
- The simulator will become operational at the reservation start time and automatically shut down at the end time. An onscreen countdown is provided to let users know how much time they have remaining.
- Use of the simulator will end at the scheduled time, whether the round, fame, hole, etc. is completed.
- Only one person may be in the hitting area at a time. (The hitting area is the elevated portion of the simulator room with the green mat).
- Always be aware of your surroundings. Do not stand or walk near the hitting area.
- Swinging, kicking, throwing, hitting, etc. is only allowed in the hitting area. For safety reasons, no practice swings outside of the hitting area.
- All golf clubs, shoes, balls, and other equipment brought into the simulator must be clean or damage to the simulator may occur.
- Food and beverages are not allowed in the hitting area. These items must remain in the seating area.
- Soft spike golf shoes are allowed. No metal spikes.
- Failure to follow simulator rules and verbal instructions may result in the cancellation of the remainder of the reservation time, without refund. It may also affect the ability to make reservations and use the simulators in the future.