

## Dr. John's Sports Center Gym, Dance Studio, Multipurpose Area & Kitchen Guidelines and Fee Schedule for Facility Rental

All rooms and fields are scheduled on a first-come basis and are subject to availability. All events are approved and scheduled by Anita Krampitz, Business Director of Dr. John's Sports Center. We are a privately owned facility located on the edge of a residential neighborhood and are dedicated to serving the interest and needs of both families that use our facility and families that live next to our facility.

### General Guidelines on Reserving for an Event

1. Contact Anita Krampitz at 512-259-7545, [akrampitz@drjohnssportscenter.com](mailto:akrampitz@drjohnssportscenter.com) or come by at 1800 Clover Lane, Cedar Park, to ensure availability and to determine facility needs and setup. We require ½ down of the total hourly facility rate to reserve your space on the master calendar.
2. Each event will require a Security/Damage deposit. This Security/Damage deposit is due no later than the day of the event. Security/Damage deposit is not returned until the first business day after your event. Security/Damage deposit for all evening events is \$300 per event. Security/Damage Deposit for day time event is \$150. Security deposit amount may change (increase or decrease) based on the type of event you are hosting.
3. Event rental rates, security & damage deposits are subject to the type of event you are holding and are at the discretion of Dr. John's Sports Center management staff. The published rate at the end of this information sheet is a guideline for private individuals hosting their own event. Any event where admission is charged or where funds are solicited is subject to different pricing and may require the addition of an onsite security guard. All of this is discussed and agreed upon prior to scheduling your event.
4. An invoice for remaining fees will be presented to you on the day of the event and full payment is expected at the time of service. No exceptions.
5. There is no additional charge for the use of the 14 yellow tables (72" X 30") and 120 blue, green and purple stack chairs. Limited general sports equipment is available for use for children's birthday parties only. Volleyball net(s) require an additional rental fee. All other equipment necessary for a sport practice must be furnished by the participants.
6. Community based groups can establish a long term rental contract. Prepayment of all reserved dates are payable at the beginning of each month for all space reserved for that month. No refunds on cancelled dates.
7. **All evening parties must be concluded by 10:30 pm. No alcohol is allowed on our premises.**
8. We anticipate you will arrive 30 minutes prior to the start of your party and that a typical clean up time of 30 minutes is required at the conclusion of your party. In other words you are given a grace period of 30 minutes before and after your party. That is one hour worth of rental time at no charge. However, any additional time required to setup or dismantle the party is billed at the regular hourly rate. Example: If your party invitation states 4 pm – 6 pm or a 2 hour rental and you require an hour to set up and an hour to clean up, you will be charged an extra hour. That means the party rental is 3 hours of billable time. Pro-rated charges are no less than 30 minute increments. Payment is expected at the time of the party or is deducted from your security deposit for all additional hours if your party should exceed the 30 minute grace period at the conclusion of your party or if you exceed your allotted rental time as established by this contract.
9. Organizations leasing a space for **all day** or parties with more than 50 guests will be charged an additional cleaning fee to cover the costs for sanitizing bathrooms, more extensive floor cleaning and trash removal. Charges are \$100 per event and are added at the time reservations are made.
10. All Friday, Saturday and Sunday evening facility rentals/parties will automatically have an additional cleaning charge of \$100 added to the evening and security deposit requirement. Rita's Room (dance studio) and Raul's Arena (multipurpose area) are not available as a single room evening rental.

## Event Policies

1. This is a children's center and therefore family oriented in nature. We ask for your cooperation in using our facility for events that project a wholesome atmosphere to the community.
2. By renting a private facility for your personal use, you become the responsible party for any damages or accidents that occur while the facility is in your use. Any incidences of violation of city ordinance become your responsibility regardless if you or your guest violates established laws. This includes but is not limited to the City of Cedar Park noise ordinance as well as the serving of alcoholic beverages.
3. Any event where admission is being charged or is organized by a corporation/company will require liability policy where Dr. John's Sports Center is named as second insured.
4. No smoking is permitted within the building. Smokers are asked to properly dispose of cigarette butts.
5. There is **no** consumption of alcohol on the premises of Dr. John's Sports Center for any event. No exceptions.
6. No outside noise is permitted for evening parties – in particular by leaving the gym doors open or having guests linger in the parking lot. Please keep your party inside the building. Our neighbors will appreciate it.
7. **All DJ or amplified music must be turned down at 10:00 pm. This is a city ordinance.**
8. Adult supervision of children is required at all times. At least one adult must be present with children in all parts of the building. If you are reserving both the gym and the multipurpose area, then an adult must be in the gym and an adult must be in the multipurpose area.
9. **If the fire alarm is pulled without due cause there will be \$300.00 fee assessed to reset the alarm system.**
10. **NO** tacks, nails, staples, cellophane tape, duct tape or other fastening method to any of our walls is permitted. Please bring free standing decorations only.
11. At the discretion of Dr. John's Sports Center, your event may be required to hire additional security for supervision of the building and outside area.
12. Dr. John's Sports Center reserves the right to collect all profits or a portion of the profits for sold concessions that occur on our property during an event you have scheduled at our facility.
13. The facility and the areas used by the party must be restored to their original condition. Please review the attached information regarding Cleaning and Security Deposit.
14. Dr. John's Sports Center's staff and/or owners may be present during your event for supervision and building monitoring.

## Refund Policy

Dr. John's Sports Center typically books events 2-3 months in advance. Any cancellation less than 3 weeks prior to the event will result in forfeiture of your deposit.

In the event our facility is unavailable due to acts of Mother Nature or some other unforeseen circumstance, every reasonable effort that can be made, will be made to accommodate scheduled events. All options will be discussed with you if such an issue should occur.



Date: \_\_\_\_\_

### Facility and Field Rental Agreement

Facility and outdoor fields are scheduled on a first-come basis and are subject to availability of the building and fields. All events are approved and scheduled by Anita Krampitz, Business Director of Dr. John's Sports Center. We require 1/2 down to reserve your space. Event rates, security & damage deposits are subject to the type of event you are holding. An invoice will be presented to you on the day of the event and payment is expected at the time of service.

**Contact Name:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

#### Event Information

**Purpose/Description of Event:** \_\_\_\_\_

**Space needed for Event:**

- Gym Only
- Dance Studio Only (not available for Friday/Saturday or Sunday parties)
- Party Rental – includes Kitchen, Multipurpose Area, Gym
- Outdoor Field – Upper Field
- Outdoor Field – Lower Field

Event Date: \_\_\_\_\_

Day of Week: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

**Your invitation or advertised start time (when do you expect guest to arrive):**

Event Start Time: \_\_\_\_\_AM PM Event End Time: \_\_\_\_\_AM PM

**Time required for setup and cleanup:**

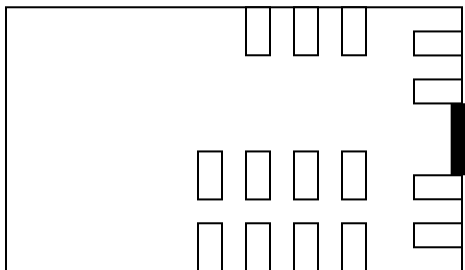
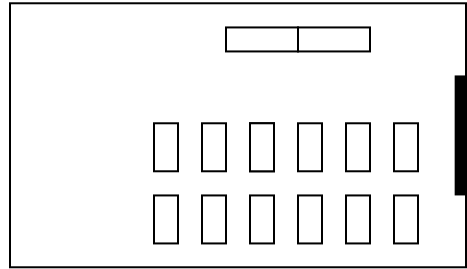
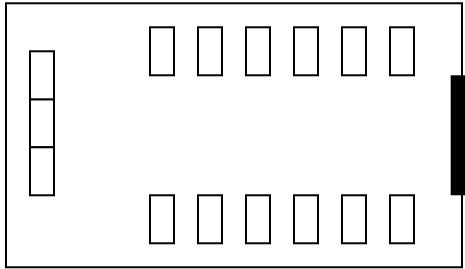
Reserved Start Time: \_\_\_\_\_AM PM Reserved End Time: \_\_\_\_\_AM PM

Total Estimated Attendance: \_\_\_\_\_

**Standard Setup Types:**

	CLASSROOM	CONFERENCE	LECTURE	U-SHAPE	DINING	AS IS	SPECIAL
Rita's Room							
Raul's Arena							
Gym							
Outdoor Fields							

**Gym Dining Configurations Suggestions:**



**FURNITURE** – Will you need the use of our Tables and Chairs? NO YES

Dr. John's Sports Center has 120 Chairs & 14 72" X 30" Tables. There is no additional charge for their use during your event. Please provide us with an idea as to the layout of your tables and chairs. We may book parties back to back and this information is needed to transition from one party to the next.

# Center's Tables: \_\_\_\_\_ # Chairs: \_\_\_\_\_ Other: \_\_\_\_\_

If you need additional tables and chairs, will they to be delivered? NO YES – If yes, approximate delivery time.

\_\_\_\_\_

**Will you be charging admission?** NO YES – If yes, how will proceeds be used:

\_\_\_\_\_

**Will food be provided?** NO YES – If yes, who will be catering your event?

\_\_\_\_\_ Time of arrival: \_\_\_\_\_

**Will your event be having amplified sound?** NO YES – What will it be used for: \_\_\_\_\_

**Dr. John's Sports Center is located next to a residential neighborhood. We maintain a strict noise policy and do not allow amplified sound after 10:00 p.m. seven days of the week. We strictly enforce this policy.**



**Clean-up upon completion of your party even if cleaning charge has been added:**

1. Please be sure you leave time in your schedule to allow for removal of all items you brought into the facility. As a courtesy, we do not charge for the 30 minutes prior to or the 30 minutes at the conclusion of your rental to allow for setup and clean up. If your cleanup will require additional time, please notify Dr. John's Sports Center. Additional rental fees will be assessed.
2. Clean the area you used and return the rooms to their original set up.
3. Clean up all trash from tables and floors and deposit into one of the large trash cans. Extra bags are provided for your use.
4. Sweep or wet mop any spills as needed. Check the restrooms and leave them neat.
5. Leave a note if there were any spills or damage, which you were unable to take care of.
6. Report all damage to the building such as broken windows, doors, plumbing, etc. If you notice any damages to the building as you arrive, please contact us immediately.
7. Clean all table tops and chairs. Return them to where you found them.
8. Check for lost or left items.

Dr. John's staff members may either be present or may periodically stop by the building and check on user groups. Dr. John's Sports Center has zero tolerance for vandalism and your group will be financially responsible for it. Please keep all participants and guests in your rental area, and assign an adult to watch children.

**Cleaning Charges:** Cleaning charges are added to parties of 50 or more or parties that are held Friday, Saturday or Sunday evening. These cleaning charges are to sanitize the bathrooms and provide a larger scale cleaning to the gym and multipurpose floors. It does not mean that you can leave the building in a mess with catering boxes left in the kitchen or balloons still tied to the chairs. We will deduct from your security deposit the hourly rental rate the amount of time the staff required to return the building back to the point where the cleaning crew can clean. Please understand you are still required to pick up and put the building back in the order in which you found it.

I, the undersigned, have read the above information and take full responsibility for the actions of this group, which I am representing. I understand the fees and terms which apply to this contract and which may apply if all the terms are not met to the satisfaction of Dr. John's Sports Center.

**I will be physically present at all times while my group is in the building and will restore the building to its original condition.**

\_\_\_\_\_  
Renter, Group Representative

\_\_\_\_\_  
Date

## Required Security Deposit

A Security Deposit is required for all private evening parties, where admission is charged or events spanning multiple hours. This deposit is to ensure that our building and grounds have been restored to an acceptable level and defray the cost of any damages to the facility, its contents, or for any extra expenses incurred by Dr. John's Sports Center arising from use of the facility by the renting party. Extra expenses include, but are not limited to, additional use fee for not terminating party at agreed upon time, fees associated with staff time to ensure conclusion of party and/ or to guarantee facility is restored to acceptable order.

**TO GUARANTEE RETURN OF FULL DEPOSIT, FACILITY MUST BE LEFT THE WAY YOU FOUND IT.**

**VIOLATION OF RULES FOR USE OF DR. JOHN'S SPORTS CENTER WILL RESULT IN FORFEITURE OF THE SECURITY DEPOSIT.**

**Payment for costs to Dr. John's Sports Center in excess of the security deposit will be due 10 days from date of billing.**

Security deposit can be in the form of a check or cash and is due the evening of the party. The deposit will be returned to the renter after inspection of the facility and consultation of Dr. John's Sports Center supervising and closing staff. Deposit is returned the next business day.

**Evening Parties – Security Deposit \$300  
Afternoon Parties - Security Deposit \$150**

**Dr. John's Sports Center reserves the right to assess larger or smaller Security Deposits based on the type of event being held. The amount of the Security Deposit is determined at the time of the rental.**

I, the undersigned, have read the above information and take full responsibility for the actions of this group or private party, which I am representing. I understand the fees and terms which apply to the security deposit and what may apply if all the terms are not met to the satisfaction of Dr. John's Sports Center.

\_\_\_\_\_  
**Renter, Group Representative**

\_\_\_\_\_  
**Date**