



# Gym Rental Application Form

Email: [office2@stclairmo.us](mailto:office2@stclairmo.us) Phone: 636-629-0333 Fax (636) 629-6467  
 Rentals will be conducted on a 90-day basis, rentals will be based a priority basis for use: City, Park Board, School, Non-Profit  
 Organizations, Residents, St. Clair R-13 Resident, & Non-Residents.

Gyms will be closed on all Election Dates, as it is a precinct for St. Clair, Library Book Fair Dates, & Cleaning Dates.

## Applicant Contact Information

Applicant Name: \_\_\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_ Gender (circle) M F  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_  
 Organization/Business: \_\_\_\_\_ (MUST BE AUTHORIZED AGENT TO INITIATE CONTRACTS ON THEIR BEHALF)

Resident Status (check one) \*  City Resident  City Business  Non-Resident  R-13 School District Resident  
 Non-Profit Organization

\*Proof of resident status (driver's license & utility bill if City Resident), your City of St. Clair Business license, Non-Profit Paperwork, must be submitted with your application All rentals require photo id.\*

## Gym Use

Type of Activity  Basketball  Volleyball  Other \_\_\_\_\_  
 Resident:  Full Gym (\$25.00/hour) R-13 School District:  Full Gym (\$30.00/hour)  
 Non-Resident:  Full Gym (\$50.00/hour) Non-Profit:  Full Gym (Normal fees apply unless negotiated or waived by Administration/Park President)  
 League Rental:  Full Gym (\$100.00 Team) Fee based Classes/Lessons/Games/Activities/Events:  Full Gym (\$75.00/hour)

\*\*Fee based Classes/Lessons/Games/Activities/Events must provide a City of St. Clair business license/submit Certificate of Insurance with City of St. Clair as the additional insured

## Time Slot Requested **\*\*Mark top 5 choices\*\***

City of St. Clair Gymnasium – Place numbers 1-5 in an empty box below the day and across from the time requested.

	Monday	Tuesday	Wednesday	Thursday	Friday
4:30 – 5:30 p.m.					
5:30 – 6:30 p.m.					
6:30 - 7:30 p.m.					
7:30 – 8:30 p.m.					
8:30 – 9:30 p.m.					

	Saturday	Sunday
8:30 – 9:30 a.m.		9:30 – 10:30 a.m.
10:30 – 11:30 a.m.		10:30 a.m. – 11:30 p.m.
11:30 a.m. – 12:30 p.m.		11:30 – 12:30 p.m.
12:30 – 1:30 p.m.		12:30 – 1:30 p.m.
1:30 – 2:30 p.m.		1:30 – 2:30 p.m.
2:30 – 3:30 p.m.		2:30 – 3:30 p.m.
3:30 – 4:30 p.m.		3:30 – 4:30 p.m.
5:30 – 6:30 p.m.		5:30 – 6:30 p.m.
6:30 - 7:30 p.m.		6:30 - 7:30 p.m.
7:30 – 8:30 p.m.		7:30 – 8:30 p.m.
8:30 – 9:30 p.m.		8:30 – 9:30 p.m.

## Payment

**Security/Reservation Deposit:** \$225.00 deposit. \$25.00 is to be submitted with application for administrative fees & is non-refundable. The \$225.00 deposit will be due upon approval & key issuance. The deposit will be refunded upon return of key, less cost of damages/clean-up (if necessary) & pending no violations have occurred in regard to the attached rules & regulation for the gymnasium.

**Rental Fee is due when a reservation is approved.** All usage fees must be paid a minimum 30 days prior to use or the reservation deposit & administration fee will be forfeited. A minimum of 1 hour is required for each rental.

Key # \_\_\_\_\_ issued \_\_\_\_\_ to \_\_\_\_\_. You may not duplicate key & you understand that there will be a charge to you for the re-keying of the gym should we discover a duplicate has been made or you have lost the key.

<p>Office Use Only: Affix all required documents to this form. Must obtain photocopy of driver's license.</p>	<p>Agreement begin date: _____ End date: _____</p> <p><input type="checkbox"/> Returned Key _____ Received by: _____</p> <p><input type="checkbox"/> Less Damages/Clean Up \$ _____</p> <p>Deposit Refund Amount: _____ <b>less \$25 administration fee!</b></p> <p>Date Refunded: _____ Check# _____</p> <p>Refund check <input type="checkbox"/> Mailed <input type="checkbox"/> Picked up</p> <p><b>If picked up signature required</b> _____</p> <p><input type="checkbox"/> Deposit Forfeited due to non-compliance with agreement, attach explanation.</p> <p><input type="checkbox"/> Administration/Park President approved use at a fee of \$ _____ and deposit of \$ _____ on _____ (attach approval signatures with details.).</p>
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## Liability Waiver

This Rental Agreement is made by and between the CITY OF ST. CLAIR, a Missouri Charter City and municipal corporation, whose address is #1 Paul Parks Dr., St. Clair, MO 63077 and \_\_\_\_\_ (Applicant/Renter), from \_\_\_\_\_ to \_\_\_\_\_ . City agrees to rent the gym listed on this permit to the Renter in accordance with the following terms and conditions.

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the City of St. Clair. It is also understood that applicant is aware of the potential for injury while at said gym and the potential for injury while participating in contact and non-contact sports and assumes all risk of injury including but not limited to sprains, strains, broken bones, and the potential for serious injury including paraplegia, quadriplegia and death. The applicant further agrees that in consideration of being permitted to use said facilities, the applicant will save and hold the said City of St. Clair, and/or their employees free and harmless from any loss, claims and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy of said facilities.

*By signing, I agree that I have a copy of the rules & regulations as provided by the City, which I have read & understand, along with the above liability waiver. I understand that the City of St. Clair can terminate my use of the gym at any time due to failure to comply with any of the necessary paperwork, payment, or rules & regulations. I represent that I have the authority to enter into this agreement and bind myself and my company/organization to the terms of this agreement. I agree to comply with all rental standards set for the gym I have rented and acknowledge that my activity will be stopped if I exceed the occupancy with no refund from the City. If the City of St. Clair undertakes any collection action to recover any sums due under this agreement, the applicant agrees to pay all the expenses, costs and reasonable attorney's fees incurred by the City.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Rule & Regulations/Information

1. The City of St. Clair gymnasium will be available for basketball and volleyball and additional approved usage only.
2. The gym is not open for public use at time of rental & will not be allowed to be utilized as an Open Gym,
3. Rental dates will not be held without this signed application and paid fees.
4. Renters may arrive no sooner than 15 minutes prior to their scheduled time.

5. The City of St. Clair will provide basketball hoops or volleyball net/standard system. All other equipment (balls, cones, etc.) is the responsibility of the renter. The basketball hoops are not adjustable.
6. Cancellation of the rental agreement must be submitted in writing no less than thirty (30) days prior to the rental date; otherwise, the rental deposit and administration fee is forfeited.
7. Gym Rules:
  - a. Minor children must be accompanied by a parent or guardian over the age of 18.
  - b. No dunking or hanging on rims or nets.
  - c. No gum, food or drink except water in covered plastic containers.
  - d. Use of profane language and/or fighting is strictly prohibited.
  - e. Appropriate athletic attire including shirts and shoes must be worn always.
  - f. Gym or tennis shoes with non-marking soles are required always.
  - g. No spitting.
  - h. No kicking balls. Balls must be used appropriately for their intended purpose.
  - i. Be Respectful - screaming, yelling, excessive grunting or use of profane language is prohibited.
  - j. No Smoking in gym or outside within 20 feet of doors.
  - k. Failure to comply with any of The City of St. Clair rules or gymnasium rules, and/or other breaches of rules as deemed by Staff, may result in suspension and/or permanent ejection.
8. The Renter has the right to use the specified premises, as stated in the contract, and no other. The Renter shall not sublet the premises.
9. The Renter shall use the gym in a safe and careful manner, and shall comply with all applicable Municipal, State, and Federal Laws, and rules and regulations as prescribed by the Fire and Police departments. The Renter shall not in any way, mar, deface, alter or damage any part of the gym. The Renter agrees to be responsible for any actions of its guests/invitees. All portions of the sidewalks, entries, passages, vestibules, halls, doors and all ways of access to the premises and into any place on the premises shall in no way be obstructed by the Renter.
10. The Renter shall indemnify the City from all loss and expenses from liability, or claim of liability, for injury or damage to person or property claimed to have been sustained, through use of the gym, whether such use is authorized or not. The Renter shall pay for all damages, or loss or theft to the property done by the Renter, or guests, patrons, employees or invitees of the Renter.
11. The Renter releases the City of St. Clair, its employees and agents, from all liability for any loss, injury or damages to persons or property that may be sustained through rental of the gym.
12. No rental agreements will be accepted signed by persons under 18 years of age.  
It is agreed by and between the parties hereto that the ordinances of the City and policies of the Parks and Recreation Department shall be and are a part of the rental agreement, as though they were set out in full herein.
13. The City reserves the right to cancel any reservation with cause or to require additional safeguards, before or during use, as it may deem necessary. If the City chooses to cancel any reservation for cause, rental fee(s) will be refunded. No refund will be given resulting from a violation of rules & regulations, damages, renter cancellation, or result of renter's non-compliance, just cause is the only time a refund will be given.
14. This rental agreement and all terms and conditions shall be binding to the benefit of the parties hereto, their heirs, executor, administrators, personal representatives, successors and assigns.

*Signature on Page 2 of agreement binds me to the agreement & acknowledges I have read and agree to comply with all rules & regulations. I represent that I have the authority to enter into this agreement and bind myself and my company/organization to the terms of this agreement. I agree to comply with all occupancy standards set for the gym I have rented and acknowledge that my activity will be stopped if I exceed the occupancy with no refund from the City. If the City of St. Clair undertakes any collection action to recover any sums due under this agreement, the applicant agrees to pay all the expenses, costs and reasonable attorney's fees incurred by the City. This agreement begins on \_\_\_\_\_ and will end on \_\_\_\_\_.*

*\*\*This page can be provided to the Renter for their records. Pages 1 & 2 are to be retained for City of St. Clair Records & a copy goes to the Park Board for their review.\*\**