



GREEN VALLEY RECREATION, INC. FACILITY RESERVATION AGREEMENT

RESERVATIONS

1. All facility reservations and arrangements shall be made through the central reservation office located at Member Services Center at 1070 Calle de las Casitas (520) 838-0142.
2. GVR members may use GVR facilities for club meetings, homeowner association meetings, private parties and regular meetings of GVR-approved organizations or for any other purpose authorized by GVR ("Member Groups"). Groups should not use the word 'class' in the description of their reservation unless the group is part of GVR's Leisure Education program. A group may host 'bingo' involving an entry fee but only if they provide GVR a copy of their state and local licensing forms.
3. Local community groups and non-profit organizations ("Non-Member Groups") may rent GVR facilities at the discretion of GVR.
4. GVR reserves the right to deny facility usage to any Group whose purpose(s) GVR deem(s) contrary or adverse to GVR.
5. One (1) individual shall be named as the Designated Contact Person for the Group. Only the Designated Contact Person shall be authorized to make arrangements, changes, etc. regarding facility usage.
6. Reservations are approved on a "first-received" basis except for GVR Clubs which shall have priority in scheduling their weekly/monthly Club events for the year.
7. All applicable fees must be paid thirty (30) days prior to the date of the event.

Initial _____

RENTALS

1. No Group may rent a GVR facility for any commercial purpose, without prior approval from GVR Management; including, but not limited to, performance events.
2. Groups may not hold fundraisers or events that charge an admission fee in GVR facilities without the prior written approval of GVR. Programs or activities such as concerts, movies, dances and other similar events will not be approved as fundraisers.
3. Groups shall not hold political meetings or debates without the prior written approval of GVR. Any such authorized event shall require the presence of an elected official or candidate and shall not involve the circulation or distribution of political petitions, public referendums, initiatives or other similar materials. Official government meetings, debates or other activities such as voting are permissible at our facilities and materials related thereto may be distributed during such events.
4. All Groups must fill out an Attendance Record of attendees for their activity and return it to the Member Services Center or one of the major social center offices within two (2) business days after the event. Groups that meet monthly may return the attendance sheet at the end of each month.

Initial _____
Rev. May 16, 2016

RESERVATION CANCELLATION AND AMENDMENT POLICY

1. GVR has the right to cancel a Facility Reservation Agreement for any reason beyond GVR's control such as maintenance and/or repair of the facility to be used.
2. Groups may cancel a Facility Reservation Agreement by providing written notice to GVR at least two (2) business days prior to the event. Member groups that cancel without such notice shall be required to pay a \$25.00 no-show fee; Non-Member Groups that cancel an event without such notice shall be required to pay the full rental fee.
3. A \$10.00 administrative fee shall be charged for any subsequent change(s) to the Facility Reservation Agreement, including, but not limited to, date revision(s); additional date(s); time change(s) and location changes.

Initials _____

FEES

1. Member Groups will be required to pay a security deposit for events, but shall not pay any fee for the use of GVR facilities with the exception of overtime, clean-up charges, coffee service or special lighting requirements as determined by GVR.
2. Non-Member Groups will be required to pay a security deposit for events (in addition to the rental fee) at the discretion of GVR.

Initials _____

FACILITY RULES

1. Smoking is prohibited inside all GVR facilities. Smoking is allowed in designated outside areas only.
2. The *sale* of intoxicating beverages is not permitted on GVR premises without a Special Event Liquor License from the Arizona Department of Liquor Licenses and Control and liquor liability insurance in the minimum amount of one million dollars naming GVR, its officers, directors, agents, employees and members as additional insureds. User group shall provide a certificate of insurance evidencing such insurance is in force for the date(s) the group will occupy and use GVR facilities.
3. Groups are permitted to bring their own beverages, including alcohol, upon approval of GVR staff.
4. Groups must strictly adhere to start time and end time as indicated on the contract.
5. The facility must be left in the same orderly condition in which it was found upon arrival.
6. No rice, birdseed, straw, glitter, confetti or bubbles are allowed in any GVR facility center. Candles can be placed on tables but not lit.
7. Multiple extension cords or socket extensions are prohibited by local fire codes.
8. GVR policies and procedures strictly forbid anyone from applying any type of substance to floors.

9. Animals are not permitted in or on GVR property, with the exception of service animals, unless
Initials _____ otherwise authorized by the GVR Chief Executive Officer.

EQUIPMENT

1. GVR attempts to provide adequate furniture and equipment for authorized group use. A custodian from the major centers will call the Designated Contact Person in advance of the event to confirm set-up arrangements.

2. Only authorized GVR technicians are allowed to operate the public address systems, theater lighting or audiovisual equipment.

3. Use of an upright piano must have prior authorization and the room it is in must be reserved.

Initials _____ 4. Equipment, furniture or silverware may not be removed from GVR premises.

CATERERS

Only authorized caterers who are registered with GVR are eligible to provide services in GVR facilities.
Initials _____ A list of approved caterers is available at the GVR website (gvrec.org) or major GVR center.

LIABILITY AND INSURANCE

1. Groups shall be liable for any damage to the premises, the furniture or other contents during the use of the facilities.

2. Non-Member Groups shall acquire special event liability insurance with a minimum amount of \$1,000,000. Such insurance shall include GVR, its officers, directors, agents, employees and members as Additional Insureds, shall include a waiver of subrogation in favor of the Additional Insureds, and any insurance maintained by the Additional Insureds shall be excess and non-contributory to a user group's liability insurance. If the user group maintains or obtains an annual liability insurance program the requirements show above shall apply to such liability insurance. User group shall provide a certificate of insurance evidencing such insurance is in force for the date(s) the group will occupy and use GVR facilities. GVR does not provide worker's compensation to outside entities or their subcontractors and any such coverage maintained by outside entities or their subcontractors shall include a waiver of subrogation in favor of GVR.

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HOLD HARMLESS/INDEMNIFICATION

The Group named on this Agreement understands and acknowledges that there are risks of injury, both known and unknown, to individuals entering GVR facilities. These risks may include, but are not limited to, the following: personal injury, death and/or property damage. In consideration for GVR allowing the Group to use its facilities, the Group covenants and agrees to assume all risks and liability associated with its use of same. The Group further agrees and covenants to release, hold harmless and waive all claims against GVR for any liability, property damage, personal injury or death, which the Group or any of its employees, invitees, or independent contractors may sustain on account of, arising out of, or while engaged in, the use of GVR's facility. This waiver and release shall remain in full force and effect throughout the time that the Group uses the GVR facility.

The Group further agrees to indemnify and hold harmless GVR, its officers, directors, employees, and members from any liability, damage, cause of action or claim that may result from the use of GVR's facility by the Group, its employees, invitees or independent contractors. If litigation results arising out of, pertaining to, or in relation to the use of a GVR facility by the Group, its employees, its invitees or its independent contractors and GVR, its officers, directors, employees, agents and/or members are named as parties in any such litigation or joined as parties in any such litigation, the Group agrees to hold GVR, its officers, directors, employees, agents and members harmless and to defend and indemnify them in regard to any judgment entered against them and/or their litigation expenses, including but not limited to reasonable attorneys' fees, costs and out-of-pocket expenses.

Initials _____

The undersigned acknowledges that he/she has read this agreement, understands its terms, and is authorized by the Group named below to sign this Agreement on its behalf.

Name of Group

Purpose of Rental

Printed Name of Group Representative

Signature of Group Representative

Printed Name of Designated Contact Person

Primary Telephone (cell phone or home phone)

Date

email address

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FOR GVR OFFICIAL USE ONLY

Signature of GVR Facility Reservation Coordinator

Date