



Green Valley Recreation Facility Reservation Agreement

RESERVATIONS

1. All facility reservations and arrangements are made with GVR Reservation Coordinator, Jody Crawford. JodyC@gvrec.org (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.
3. Local community groups and non-profit organizations may rent GVR facilities at the discretion of GVR.
4. GVR reserves the right to deny facility usage to any group whose purpose GVR deems contrary or adverse to GVR.
5. One individual shall be named as the designated contact person for each reservation. Only the designated contact person is authorized to make arrangements, changes, etc. regarding facility usage.
6. Reservations are approved on a first-received basis except for GVR Clubs which have priority in scheduling routine club activities for the year.
7. All applicable fees must be paid thirty days prior to the date of the event.

⇒ Initials _____

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 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.

⇒ Initials _____

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 business days prior to the event. Member groups that cancel without such notice may 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 may 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 may 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, or special lighting requirements as determined by GVR.
2. Groups not comprised solely of GVR members will pay a rental fee.
3. 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. Non-member groups renting facilities must strictly adhere to start time and end time as indicated on the contract.
2. Smoking and vaping are prohibited inside all GVR facilities including sports courts and pool decks. Smoking and vaping are permitted designated outdoor areas only.
3. 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.
4. The facility must be left in the same orderly condition in which it was found upon arrival.
5. No rice, birdseed, straw, glitter, confetti, or bubbles are allowed in any GVR facility including sports courts and pool decks. Candles included in décor may not be lit.
6. Connecting multiple extension cords or socket extensions is prohibited by local fire codes.
7. No substance (e.g. tape) may be applied to any floor. Damage deposits will be forfeit if any substance is deliberately applied to any floor.
8. Animals are not permitted in or on GVR property, with the exception of working ADA Service Animals, unless otherwise authorized by the GVR Chief Executive Officer.

➡ Initials _____

EQUIPMENT

1. GVR attempts to provide adequate furniture and equipment for authorized group use. The designated contact person shall contact the custodian in the major center two week 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. No equipment, furniture, or GVR supplies may not be removed from GVR premises, nor moved from one location to another.

➡ Initials _____

CATERERS

1. Members will not be limited to using caterers on an approved list. GVR will maintain a list of authorized caterers. Members will also be free to engage any caterer currently licensed by Pima County if they submit a copy of the caterer’s license at the time the reservation is finalized.

➡ Initials _____

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. GVR reserves the right to require groups to acquire special event liability insurance with a minimum amount of \$1,000,000. If required, the reserving or renting group will receive further details regarding the terms of the required policy.

➡ Initials _____

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.

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

Signature of Designated Contact Person

Date

Email Address

OFFICE USE ONLY

Signature of GVR Reservation Coordinator

Date