



Room Reservation Information

Room	SqFeet	Capacity*	Member Total	Non-Member Total
Community Room A	1874	90 people	\$150	\$220
Community Room B	1071	40 people	\$130	\$175
Community Room A & B	2945	130 people	\$270	\$350
Boardroom	465	15 people	\$110	\$150
Camp Room	-	150 people	\$210	\$300

All reservations are for a minimum of 3 hours. Each additional hour will be \$50.

Deposit is due at the time of reservation. The deposit is included in the total room price listed above.

In house equipment may be available such as AV equipment and Presentation Equipment. Please ask when booking the rental for more information.

Room decorations must have prior approval before use.

Additional charges may be assessed for damages or any messes requiring cleaning outside of normal clean-up.

A cancellation within 10 days of the scheduled event will result in loss of the deposit.

Room set-up is the responsibility of the renter. Renter may come in no more than an hour in advance for set up. There is a \$50 fee for in house set up.

*Capacity varies based on room set up.

For more information or to request a room reservation, contact:

Kevin Broyles 317-957-9435



Community Healthplex

Room Rental Agreement

All reservations have a 3-hour minimum. Each additional hour is \$50/hr.

A \$100 deposit will be due at time of booking to secure your reservation.

This deposit is non-refundable and is applied to the balance of the reservation.

The remaining balance must be paid in advance of the rental date. The full amount must be paid in the form of a check, cash, and credit card. It must be paid during business hours (8am-5pm, Mon-Fri).

The undersigned, hereafter known as "Renter," assumes responsibility for any damages rendered while using the rented space and facility. Following the completion of the reservation, an assessment of the area(s) used is completed. If all areas are found to be in the same condition prior to the reservation start time, the full amount of the deposit will be applied to the final cost of the reservation. Should there be any damage to the room itself, carpet, equipment, facilities, etc. or any housekeeping required outside the normal standard cleaning, it is the responsibility of the Renter to pay the full room rental, not including the \$100 deposit, plus any damages. As the room renter, you are also responsible for any damages done in the following areas: room, hallway, and bathrooms in the immediate area. A credit card must be kept on file for damages exceeding the \$100 deposit. A checklist will be provided to you to assess damages before and after your event. A staff member will assess the room after the event to ensure things are placed back in the proper area (if damages have accrued, a manager will assess and charge the card on file for damages done).

Audio-visual and presentation equipment may be available, please ask when booking the rental for more information.

A cancellation within 5 days of the scheduled reservation will result in the loss of the deposit.

Room set-up is the responsibility of the Renter. Renter may arrive within 60 minutes of the requested start time upon availability. At the request of the Renter at time of booking, Healthplex can provide a custom set-up service for the room for an additional \$100. Smoking/vaping and alcohol of any kind is prohibited on our campus. A \$100 fee will be assessed for any signs of smoking or vaping.

While optional catering is available at the Healthplex, external catering may be brought into the facility during the rental of the room(s). Outside vendors must be approved by the Café Manager and Healthplex Management team. The Healthplex does not provide tableware, cutlery, or catering equipment.

All reservation attendees should remain in the rented space. Rental does not include access to the Community Healthplex Fitness Facility unless previously arranged with the Room Coordinator through Membership Services.

List of approved items for room rentals:

- Decorations, flyers, signs (must take everything down including tape)
- Table covers
- Music (no DJ's)
- Outside vendors (with approval)
- Audio/Video

List of unapproved items for room rentals:

- DJ's
- Candles, fireworks, anything with a flame/smoke
- Smoking, vaping, alcohol
- Glitter and confetti
- Decorations should not be hung/tied/suspended from sprinkler system
- Do not hang anything that will put a hole, dent, or damage walls.

Other fees that can be added:

- Cleaning- \$50 an hour for deep cleaning
- Carpet Cleaning- \$100
- Maintenance repair- \$100
- Other fees will be assess as needed

*anything outside of the above lists should be communicated and approved by the Room Coordinator. If something is done without approval you may be asked to stop, removed from the room, and asked to leave the facility. At that point no refunds are permitted.

The undersigned below has read, understands and agrees to abide by the adherence of the above policies and procedures which include the liability of all attending guests. The credit card information provided below may be charged if the room is not returned to its original state, if any damages occur or additional cleaning is needed. A

Credit Card Information

Name as it appears on Card: _____

Card Number: _____ Exp. _____ CVV: _____

Name: _____ Date: _____

Signature: _____