

Facility Rentals Policies & Procedures



A Beach Cities Health District Program

Payment:

- Rentals require a deposit.
- Rentals less than four days in length must pay full balance in advance.
- Ongoing rentals must pay partial payments for the duration of their rental contract. Due dates are set by the rental coordinator.
- Payment is due in full at contract end. A credit card must remain on file for ongoing rentals. In the event final payment is not received, this credit card will be charged.
- AdventurePlex does not accept purchase orders.

Cancellations and Refunds:

- Client is responsible for the actions of all participants and guests during their time at AdventurePlex.
- AdventurePlex rules must be enforced at all times.
- Special needs and arrangements for rental must be communicated in advance with the Rental Coordinator to ensure availability and proper set up.
- Rental start and end times are strictly enforced. Client cannot arrive more than five minutes early.
- Current proof of insurance or liability waivers must be signed by participants and/or guardians prior to the first rental date.
- Client and/or participants who arrive five minutes prior or remain five minutes after rental times will be charged accordingly.

Miscellaneous:

- No outside food or beverages are allowed in the facility at any time.
- Rental times are in increments of sixty (60) minutes.
- Long term rentals within the Sports Court must be rented by the Full Court. Half Court rentals are not permitted for a long term rental.
- If renting the Sports Court for a 1 time rental use, a Half Court rental may be permitted.
- Rented area must be used for the purpose listed on the AdventurePlex Rental Agreement.
- AdventurePlex reserves the right to terminate this contract without prior notification for any of the above violations.
- AdventurePlex reserves the right to terminate this contract due to unforeseen or uncontrollable circumstances. Should this occur, attempts will be made to contact the client as soon as possible. Refunds will be processed in the form of payment received.
- Client has use of only specified rental area. Use of other areas of AdventurePlex including; Adventure Room, Reading Corner, hallways, lobby, Multi-Purpose Room, Party Rooms, Beach House are not permitted unless otherwise noted on the contract.

- If participants wish to use the Adventure Room, Reading Corner, or Toddler Town, an entry fee may be paid at the front desk.

Policies and Procedures must be signed at time of rental.

Client Signature: _____

Date: _____

Print Name: _____

Date of Event: _____