



## RENTAL POLICY AND REQUEST FORM

(last updated 4/6/21)

To request rental usage of SPARC, please read through our rental policies and then fill out the attached rental request form.

### **Return completed form by mail to:**

SPARC  
P.O. Box 698  
Homer, AK 99603

Or

Scan and fill out complete form and email to [sparchomer@gmail.com](mailto:sparchomer@gmail.com)

Or

Bring by completed paperwork to SPARC office at 600 Sterling Hwy during business hours

### SPARC RENTAL USE POLICY AGREEMENT \*\*\*See special Covid-19 Protocols below\*\*\*

South Peninsula Athletic and Recreation Center (SPARC) provides a unique setting for community events and recreational activities for all ages. To ensure the safety of our patrons and in order to maintain and preserve the facility the following policies will be strictly enforced. Reservations are guaranteed when this signed agreement is returned to the SPARC. Upon receipt of signed rental agreement for an available slot, SPARC will send you an e-mail or text to confirm your reservation.

### **Fees:**

SPARC is an 11,000 sq. ft. facility designed for recreational use. The following fees will be applied for rental use.

#### For non-profit events:

- \$60/hour (1 hour minimum)
- \$400/day

#### For profit events + deposit:

- \$100/hour (1 hour minimum)
- \$500/day



For events over 75 people, it will be the responsibility of the renter to rent & pay for a port-a-potty.

For events like birthday parties where SPARC equipment is being used (ie. skates, fog machine or bouncy house), and management deems it necessary for a staff member to be supervising (much like a lifeguard at the pool), an additional fee of \$25/hour will be applied.

At this time we do not let renters use our roller skates except during designated Skating Parties, held during our regular public skate sessions. Please contact SPARC staff to reserve a Skating Party. This restriction is because of (1) the limited number of skates and (2) safety concerns without experienced skate guards present.

SPARC reserves the right to request a deposit of half the rental fee (not to exceed \$300), due 7 days prior to the event unless other terms are discussed and agreed upon. The total rental fee is due prior to event. If a deposit is requested, upon completion of the event, SPARC staff will inspect the facility and return the deposit immediately minus any fees or damages incurred. Cancellation within 24 hours of event will result in forfeit of deposit.

### **Food and Beverages:**

SPARC does not have any food preparation or storage areas. Food is allowed in the entryway and under the outside covered entryway in proper storage containers. No food or beverages are allowed on the gym floor. Water bottles are allowed with lock tops. If food or beverages are found to be on the gym floor, an additional fee may be charged to the renter. No consumption of alcohol, tobacco or other controlled substances is allowed on SPARC property, and all regulations in place at Kenai Peninsula School District facilities fully apply to the SPARC property.

### **\*\*\*Additional Covid-19 Protocols (as of 4/6/21):**

- ❖ MAX of 50 people total (unless approved by SPARC Coordinator/Board first)
- ❖ All participants in SPARC events, or guests using the facility must (1) wear a mask when entering/exiting facility (we have some available if needed); (2) wear a mask when not 6 feet social distancing if inactive or 10 feet if active unless from the same



household; and (3) every guest needs to check in and sign Covid-19 waiver (1 per family)

- It is the responsibility of the renter to gather and provide a signed Parent/Guardian Covid-19 waiver for any person under 18 that will be attending the event without their parent or guardian
  - Our Covid-19 waivers can be downloaded from our website at [sparchomer.org/forms](http://sparchomer.org/forms)
- Mandatory masks for kids age 5 (Preschool/ Kindergarten) & above, masks not mandatory for kids age 4 and younger
- ❖ To help with NOT congregating around the food while eating without masks, here are the recommended accommodations:
  - Food can be eaten in the lobby area and also in the green floor area closest to the lobby, while maintaining social distance & wearing a mask
  - People can grab their food in the lobby and then get properly distanced before taking off their masks to eat/drink
  - Please provide food that is set up for individual servings, for example:
    - snack bags of chips or veggies (*instead of a bowl, platter or big bag*)
    - serve cupcakes or slices of cake (*plated up before kids come to the table*)
    - individual juice boxes, bottles or cans (*not a pitcher and cups*)
- ❖ Skating parties & skate rentals are available on a case-by-case basis (*contact us directly for more information*)
- ❖ Fog machines are not available at this time
- ❖ Additional activities, such as bouncy houses, must be approved prior to the event. If the activity is not covered by SPARC's insurance policy, the renter must agree to provide adequate insurance coverage of the activity and documentation of the same.

### **Event Staffing:**

SPARC does not provide event staffing except in the event of a birthday party, or other event where children are present and using SPARC equipment. It is the responsibility of the renter to provide the equipment and proper supervision for their event. This includes set up, tear down, running and supervising the event.

### **Space Limitations and Hours:**

SPARC has many scheduled events and activities throughout the day. All set up, tear down, and cleaning must occur within the agreed upon rental timeframe. It is the responsibility of the event coordinator to see that all guests adhere to the



times specified in the rental agreement. Activities beyond the parameters of the agreement may result in additional charges.

**Property Damage:**

The renter will be financially responsible for any and all damage done to the facility, grounds, or any SPARC property damaged by any member of the user group and/or subcontractor employed by the user group. SPARC is not responsible for the loss or damage of any property while in or on SPARC grounds.

**Liability Waiver:**

All participants in SPARC events, or guests using the facility must sign a liability waiver. Waivers can be found on our website at [sparchomer.org](http://sparchomer.org), or they can be filled out on site. All children under the age of 18, must have a parent or guardian sign their liability waiver.

**Equipment/Decorations/Signs:**

If additional set up needs are required, they must be discussed and arranged with the SPARC director. All equipment, decoration and signs must meet all fire, safety, and building code requirements.

**Clean Up:**

Clean up and tear down is the responsibility of the renter. This includes, but is not limited to, removal of all equipment, materials, and decorations. Removal of all trash generated by the event from inside and outside the facility. All surfaces used must be wiped down, and floors swept. Cleaning supplies will be provided by SPARC. At the conclusion of event clean up, a SPARC staff member will do a walk-through inspection.



## SPARC RENTAL REQUEST FORM

Please fill out the entire request form. Reservations will be guaranteed when this form is returned to the SPARC and a confirmation e-mail or call is issued.

Individual/Organization Name: \_\_\_\_\_

Event Coordinator (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event For Profit or Non-Profit? \_\_\_\_\_

Event Title: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ (MAX 50 pp -- as of 4/6/21)

Requested Private Event Date(s): \_\_\_\_\_

Set-Up/Arrival Time\*: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Departure Time\*: \_\_\_\_\_

*\*15 minutes is allotted for set-up and break-down for most private party rentals. Contact the SPARC Coordinator if this differs for you.*

**I have read, understand, and agree to the terms and conditions outlined in the SPARC rental policy.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_