



RENTAL POLICY AND REQUEST FORM

(last updated July 2023)

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

Or

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

SPARC RENTAL USE POLICY AGREEMENT

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 email, text or call 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 (ex. birthday parties):

- \$75/hour (1 hour minimum)
- \$480/day

For profit events + deposit (ex. Fair's):

- \$120/hour (1 hour minimum)
- \$600/day



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

Activities in addition to the ones usually provided at the SPARC, 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.

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.

Any rental use that is open to the public shall ensure that any alterations to the layout of the facility (permanent or temporary) will comply with the Americans With Disabilities Act. For example, the location of vendor booth spaces will maintain sufficient aisle space for wheelchair maneuverability, as noted in the attached excerpt from **A Planning Guide for Making Temporary Events Accessible to People With Disabilities**.

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.

Event Staffing:

While the SPARC may provide a staff person or volunteer during your rental, 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.



Equipment/Decorations/Signs:

If additional set up needs are required, they must be discussed and arranged with the SPARC Coordinator prior to the event. Pinatas are allowed, but the renter is responsible for supplying the rope/string and chosen hitting apparatus, as well as, cleaning up after it. **Roller skating & fog machines are not allowed at this time.** All equipment, decoration and signs must meet all fire, safety, and building code requirements.

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.

Rental does not include the use of the office space, unless approved by the SPARC Coordinator prior to the event.

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:

For certain activities taking place during a rental we may require participants, or event guests using the facility, to sign a liability waiver. Waivers can be found on our website at 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.

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. The renting party is responsible for the supervision of any minors dropped off early or picked up late from their event.



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 email, text or call is issued.

Individual/Organization Name: _____

Event Coordinator (if different from above): _____

Address: _____

Email: _____ Phone: _____

Is your event Non-Profit or For Profit? _____

Event Title: _____

Brief Description of Event: _____

Estimated Number of Participants: _____

Requested Private Event Date(s): _____

Event Start Time*: _____ **Event End Time*:** _____

**15 minutes is allotted for set-up and break-down for private party rentals. Contact the SPARC Coordinator if this differs for you. (Please be aware we have set times for private rentals set in our schedule)*

Would you like to donate \$ towards the SPARC?: _____ If so, how much? _____
****This can be done on the day of your event, when payment for your rental is received****

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

Signature: _____ Date: _____