



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

**FACILITY RENTAL AGREEMENT**

**DATE DUE:** \_\_\_\_\_

**RENTER INFORMATION**

Facility User \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Home/Work \_\_\_\_\_ Cell \_\_\_\_\_  
 E-mail \_\_\_\_\_

**EVENT INFORMATION**

Date From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Time From \_\_\_\_:\_\_\_\_ am/pm To \_\_\_\_:\_\_\_\_ am/pm  
 Rental Room \_\_\_\_\_

Notes

Please use ADDENDUM FORM for multiple rental dates and times

**FEE INFORMATION**

*Security Deposit	\$ _____	Date Paid	____/____/____	Cash / CC / Check	_____	Rec'd by:	_____
	<b># hrs</b>	<b>Rate/hr</b>	<b>Subtotal</b>	<b>Discount</b>	<b>Total</b>		
Court (1-40 hrs)	_____	75.00	_____	_____	_____		
Court (41-100 hrs)	_____	65.00	_____	_____	_____		
Court (101-200 hrs)	_____	60.00	_____	_____	_____		
Court (200+ hrs)	_____	55.00	_____	_____	_____		
Conference Room	_____	25 / 50	_____	_____	_____		
AT&T Meeting Room	_____	65.00	_____	_____	_____		
Party Room	_____	35.00	_____	_____	_____		
Party Room/Court Combo	_____	100.00	_____	_____	_____		
Other _____	_____		_____	_____	_____		
Other _____	_____		_____	_____	_____		
<b>Total Rental Due</b>			_____	_____	_____		
Payment Received	Date Paid: ____/____/____	\$ _____	_____	Cash / CC / Check	_____	Rec'd by:	_____
Payment Received	Date Paid: ____/____/____	\$ _____	_____	Cash / CC / Check	_____		_____
Payment Received	Date Paid: ____/____/____	\$ _____	_____	Cash / CC / Check	_____		_____

\*Note: Security deposit is in ADDITION to the rental fee and must be paid at contract signing. The above balance is due in full at least 30 days prior to the date of use unless this contract is closer to the date of usage, in which case the fee is due and payable at submission of the contract.

Rental time includes set up and clean up time. Should renter, their guests or caterers exceed designated block of rental time for any reason, renter will forfeit their security deposit and will be charged at a rate of 1.25 times the standard facility rental rate for the additional time (rounded up to the nearest 1/2 hour) unless additional time allowance is agreed to in writing prior to rental and approved by a facility manager.

Reservation is not valid until payment is received and contract is signed by AT&T Sports Center Representative.

Facility User \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 AT&T Sports Center \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_