



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:	_____
	# hrs	Rate/hr	Subtotal	Discount	Total		
Court 1	_____		_____		_____		
Court 2	_____		_____		_____		
Court 3	_____		_____		_____		
Court 4	_____		_____		_____		
Court 5	_____		_____		_____		
Conference Room	_____		_____		_____		
Mezzanine	_____		_____		_____		
Other _____	_____		_____		_____		
Other _____	_____		_____		_____		
Total Rental Due			_____ -		_____		
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: / /