

## *WRC Facility Rental General Rules*

### **General Rules**

- All Winfield Recreation Commission rules, regulations and policies apply to all facility users.
- Requests for use of the recreation center or indoor pool must be made with a designated person during normal business hours. Requests must be made by an adult, 21 years of age, of the eligible group who assumes responsibility for the group.
- This adult takes responsibility for the rental. They must be the first to enter the facility and the last to leave. Before the group departs they must insure that the facility is returned to the same condition it was before they entered.
- Requests should be made at least 7 days in advance of rental date. Indoor pool reservations will be accepted beginning August 1 of each year for use during the current school year. Otherwise, reservations are accepted on a first-come basis.
- The responsible party assumes financial responsibility individually, and on behalf of his/her organization, for any part of the facility or contents that are damaged or stolen during hours the building was in use by the individual or organization.
- Use or possession of alcoholic beverages, tobacco products or drugs is strictly prohibited in the Thornton Recreation Center or Southwestern College Indoor Pool. The requester shall be responsible for any unacceptable behavior from the group.
- Any decorations, coverings or changes to the facilities should be discussed when making the reservation. The use of adhesive tape, nails, screws, etc. on tables, equipment or facility is not permitted. All decorations should be put up and taken down on the day of the rental.
- Users are responsible for setting up tables and chairs, taking them down, cleaning up and dumping of trash into the designated trash containers.
- The WRC is not responsible for damage or loss of personal property by anyone participating in or attending activities scheduled by any group.
- Users shall vacate the building at the time designated on the request. The individual or group using the building will be charged for time spent in the facility beyond the contracted amount.
- Food and refreshments will be allowed in designated areas only.

## ***Facility Specific Rules and Rental Fees***

- Facility rental reservations will be allowed over the phone
- Facility rental fees must be paid in the WRC Office at least 1 week prior to the date of the rental or the renting party will lose their reservation of the facility
- All refund/cancellation requests are at the discretion of the WRC Assistant Superintendent or the Superintendent
- If there are any issues, please call Troy Moree at #316-253-7870, or Candi Fox at 620-222-2727

<b><u>SC College Pool Rental Schedule</u></b>	<b><u>2-hour rental--\$60</u></b>
Friday	6-8 pm
Saturdays	12-2pm, 4-6pm, 6-8pm
Sundays	12-2pm, 4-6pm, 6-8pm

- No pool rentals will be allowed on holiday and special occasion weekends such as Christmas, New Year's Day, Thanksgiving, WHS Graduation, Southwestern College Graduation
- Maximum of 80 people allowed in pool at one time
- All pool toys must be put away by renting party when party is over
- All participants must follow pool rules and WRC lifeguard directions
- WRC lifeguards reserve the right to remove any participant from the pool for not following the rules or being unsafe
- If there are any issues, please call Candi Fox at 620-222-2727 or Troy Moree at #316-253-7870

<b><u>Joe Thornton Rec Center Gym</u></b>	<b><u>4-hour rental--\$60</u></b>
Friday	7-11pm
Saturdays June-September	1-9pm
Saturdays October-May	5-9pm
Sundays	5-9pm

- Indoor Soccer walls are in facility February—March
- No baseball activities allowed unless using no flight soft baseballs and softballs only
- No skateboards or hover boards allowed in gym or facility
- Renting party must turn lights off and make sure all exterior doors are shut completely and locked
- Gym must be cleaned before leaving
- All rentals must be supervised by responsible person, age 21 or above during rentals
- Community room can also be rented with gym at a rate of \$80 for 4 hours
- If there are any issues, please call Troy Moree at #316-253-7870, or Candi Fox at 620-222-2727

<b><u>Joe Thornton Community Room</u></b>	<b><u>4-hour rental--\$40</u></b>
Monday-Friday	8am-5pm—dependent on availability
Fridays	5-9pm
Saturdays, June—September	8am-5pm
Saturdays, October—May	8am-9pm
Sundays	1-9pm

- Community Room has a maximum of 30 people during rental
- Tables and chairs are available for rentals in this room
- Room must be cleaned and trash removed prior to leaving facility
- All rentals must be supervised by responsible person, age 21 or above during rentals
- If there are any issues, please call Troy Moree at #316-253-7870, or Candi Fox at 620-222-2727