



EICH'S SPORTS COMPLEX FACILITY AND EQUIPMENT USE POLICY

Groups utilizing Eich's Sports Indoor Complex agree to the conditions under which use of the facility is granted, as follows:

FACILITY:

Neither rental party nor his/her invited guests shall use the premises for any unlawful purpose. Rental party agrees to comply with all the laws pertaining to the use of the premises, including maximum occupancy limitations. Gym (979) SkyBox (49) Batting Cage Area (750)

Eich's Sports is a non-smoking facility. Smoking or any illegal substance is not permitted on premises.

ROOM SET-UP:

Individuals/groups are responsible for room setup and cleanup. Rental party will be able to get into space no earlier than scheduled rental time. We cannot let rental party in early to decorate or late to clean up. Please take this into consideration when scheduling your rental.

SET-UP FOR EVENT:

Rooms will be clean with tables, chairs and trash-cans provided. The customer will be responsible for completing their desired set-up.

(6) 6' tables (1) 8' Table (32) folding chairs are available for use.

Should rental party need additional tables and chairs, they can be brought into facility one hour before event as long as plastic tips are on all legs of the tables and chairs.

Tables and chairs are not to be removed from one room to another without the prior permission of Eich's staff, in which case they must be returned to their proper room when the event is over.

Confetti is not permitted – it creates difficulty in the cleaning of the room and the gym floor.

Candles are not permitted. Only the use of them on a Birthday Cake will be allowed.

CLEAN-UP AFTER THE EVENT:

Rental party is responsible for cleaning the premises at the conclusion of the rental and returning the premises in as good condition as when they took possession. The customer will need to provide minimal clean-up:

Clean-up should take no more than one hour after the event. If you anticipate a longer clean-up time due to an elaborate set-up or decorations, please inform Eich's one week prior to event.

Dispose of large trash items and all decorations. Trash cans are provided. Clean any messes made from food in the sink, on the counter, etc.

Wipe down tables and sweep up any large trash from the event or piles of trash.

Tables and chairs must be returned to their proper room when the event is over.

Misuse/negligence: Rental party shall keep all premises, including the furnishings and equipment, in good order and repair and shall pay to Eich's the costs and expenses to make all required repairs whenever damage shall have resulted from the misuse or negligence of the rental party or his invited guests. If the costs of said repairs exceed the security deposit given by the rental party, then in that event, the rental party shall be liable to Eich's for such excess amounts.

GYM FLOOR IN COMPLEX:

Spike heels or athletic spikes are NOT permitted on the complex gym floor.

FOOD AND BEVERAGE:

Eich's Sports will allow food and beverage to be brought into the premises and distributed to those invited to the private event or party.

- No glass bottles of any kind are allowed
- All food needs to be kept in the Skybox area
- No alcoholic beverages shall be allowed.

DEPOSIT FOR RENTAL:

Payment for half of the projected rental costs must be made at least two weeks in advance to secure reservation.

FINAL PAYMENT:

Final payment is required on the the day of event before participants can access the rental area. Should rental time go past midnight, the after hour rate will increase by 50% per hour and billed after the event.

SECURITY DEPOSIT:

A \$100 (refundable) Security Deposit is required at the time of booking the space. This is in addition to the space rental fee. Provided facility and equipment remains in the same condition and that the hours requested are held to, the security deposit will be refunded after the event has taken place. A refund will be to the address listed on the Reservation Form.

INSURANCE/WAIVER:

Groups using the facility must provide a Certificate of Insurance with the exact time and date the facility will be used, and Eich's Sports listed as an additional insured. At least five days prior to usage a Certificate of Insurance for a minimum of \$1,000,000 general liability coverage along with Personal & Advertising Injury: \$100,000 – Premises Damage; and \$10,000 Medical Payment must be received by Eich's Sports.

It is hereby understood and agreed that any insurance provided by user in accordance with this agreement shall be deemed primary insurance and shall not look to any insurance of Eich's for contributions.

User will hold harmless and indemnify Eich's Sports against any claims and losses arising out of their use and due to their actions.

DECORATIONS:

All decorations must meet local fire department regulations, be approved by Eich’s staff, must not damage the facility and must be removed immediately after the event.

Outside signs are permitted to be placed around the building but must be taken down that night. A banner is permitted to be hung from the railing in the Skybox area.

EQUIPMENT RENTAL:

The use of equipment will be requested simultaneously with the facility being used. Equipment utilization will be approved subject to policies and availability of item requested. Some equipment such as wireless microphone with amp does require a \$25.00 rental fee.

CANCELLATION POLICY:

If a group/organization receives a “special discounted rental rate” no discount of cancelled time will be given. We will, however, reschedule your time at a time and date that is available to both parties.

For all other 1-time rental uses:

If notice of cancellation is received two weeks prior to the event, there will be no charge. If less than two weeks notice is received, a cancellation charge of 50% of the total room rental fee (including deposit) will be charged. Cancellation notice must be given to Brian Eich at 815-436-9044 or received by email at briane@eichssports.com.

The undersigned acknowledges the foregoing terms under which usage of Eich’s Indoor Sports Complex facilities is granted, and assumes the responsibility for his/her group’s compliance with them.

Group Name: _____

Contact Name: _____

Type of Event: _____ **Phone:** _____

Signature: _____ **Title:** _____

Date: _____

Comments: _____

An attached Waiver or Liability and Indemnity must be signed by an authorized agent of the representative group.