Rock Wall Facility Rental Agreement (Birthday Party)

**Fee Schedule (Rates are Hourly)**

*Please select one:

<table>
<thead>
<tr>
<th>Event Options</th>
<th>Cost</th>
<th>Stipulations</th>
<th>Included in cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 hour rental</td>
<td>$16 per person</td>
<td>Min. 8 climbers/Max 14</td>
<td>Entry and equipment</td>
</tr>
<tr>
<td>3 Hour Rental</td>
<td>$22 per person</td>
<td>Min. 8 climbers/Max 14</td>
<td>Entry and equipment</td>
</tr>
</tbody>
</table>

**EVENT & CONTACT INFORMATION**

Contact Name:____________________________________Phone:________________________Email:_________________________

Event Date __________________________ Start Time _____ am/pm End Time _____ am/pm

Age range of climbers:_________ Anticipated number of climbers: ________Anticipated number of chaperones: _______

If any persons require specific needs or accommodations please list them below:
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

**RENTAL RESERVATION AGREEMENT**

1. A %50 of the total cost deposit must be made to hold the day and time of the event. This deposit is dependent on the anticipated number of climbers.
2. Full payment is due before or on the day of the event. Late payment may result in immediate cancellation or a 20% late fee.
3. Please submit this document to the Rock Wall Coordinator in person or via email – pcroke@luc.edu

**REFUND/CANCELLATION POLICY**

1. Listed below are the cancelation notice times and there corresponding percentage of deposit refunded:

<table>
<thead>
<tr>
<th>Cancelation Notice</th>
<th>Percentage of Deposit Refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 3 Days of the event</td>
<td>No Refund</td>
</tr>
<tr>
<td>Less than 2 Weeks but greater than 3 Days</td>
<td>30% Refund</td>
</tr>
<tr>
<td>Greater than 2 weeks</td>
<td>50% Refund</td>
</tr>
</tbody>
</table>

**Additional Fees**

- If chaperones would like to climb they will be included in the pricing count.
- If an event takes place or continues past regular operating hours, additional fees will be charged.
- If you would like to add group development portions to your event please discuss this with the coordinator, as these require additional fees.
- Staffing is based off of the anticipated number of climbers, if this number is exceeded we will do our best to accommodate, however, the per-person fee will be charged on site for those extra climbers.

**By signing the rental agreement, the rental/party coordinator agrees to the following:**

- The event contact person must be present the entire event.
- Facility policies including those that are specific to the rented space or area must be followed.
- Cleaning up after the event and leaving the area in the same condition as it is received.
- Any cost for damage to any equipment or damage from food or spillage is the responsibility of the renter.
- Assume responsibility for your guests, their conduct, behavior, and location while using the Rock Wall.
- Stay in designated areas as assigned. Persons found in areas designated off-limits will be asked to leave.
- All guests will follow all posted guidelines as well as follow the safety instructions of the event staff.
- Persons or groups misusing equipment or non-compliant to safety rules or instruction will be asked to leave the facility and will be billed for any damages that are incurred.

**Please note:**

- Rental availability is subject to staffing and time of rental notice. Last minute rentals may be difficult to staff.
- Release and Agreement Waivers must be filled out by a parent or legal guardian of each climber under the age of 18. Chaperones MAY NOT sign waivers for party members.
• Based on the size of the group we are able to provide 1 table for every 8 guests.
• Set-up time is available twenty minutes before the start time of your event.
• We encourage you to bring your own linens, decorations, party favors, food and beverage.
• Because of the nature of climbing rope and crash pads, we ask that food and drink stay in their designated areas away from the rock wall.
• We are not responsible for any lost, stolen or unattended belongings.

PAYMENT

Total: $_______
____Check (payable to Loyola University Chicago)  ____Cash  ____Credit Card: Date Charged__________

AUTHORIZATION

(I understand & agree to comply with Student Complex and Halas Recreation Center policies & procedures)

Signature of Applicant ___________________________________________ Email Address _________________________________

Office Use Only

Date application received: ____________ Request Approved: Y  N  Deposit amount received: _______

Date full payment received: ___________ Amount Received: $__________ Coordinator Signature:__________________________

This agreement is not finalized until signed by applicant & Authorized Campus Recreation staff member.