



# ROCKVILLE SportsPlex



www.rockvillesports.com • 60 Southlawn Court • Rockville, MD 20850 • 301.838.4455

## Space Rental Permit

Date \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_

Organization \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Cellular Phone \_\_\_\_\_

Email \_\_\_\_\_ FAX \_\_\_\_\_

### Permit Use Information

Program or Event Name \_\_\_\_\_ Number of Attendees Expected \_\_\_\_\_

Description of Event \_\_\_\_\_

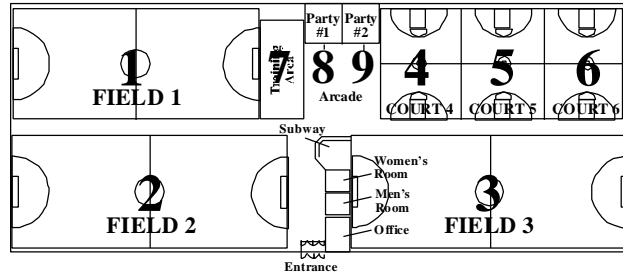
Date(s) \_\_\_\_\_ Time \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_

### Space Requested (Check one or more as appropriate)

- \_\_\_\_\_ 1 Maryland Sports & Injury Field
- \_\_\_\_\_ 2 Silver Diner Field
- \_\_\_\_\_ 3 Children's Dental Office Field
- \_\_\_\_\_ 4 Massage Heights Court
- \_\_\_\_\_ 5 Massage Heights Court
- \_\_\_\_\_ 6 Court
- \_\_\_\_\_ 7 Training Area
- \_\_\_\_\_ 8 Party Room 1
- \_\_\_\_\_ 9 Party Room 2



### Costs

Prices does not include city of Rockville Entertainment Tax; we do not rent 1/2 hour time blocks after 4pm during the week. A 25% discount will be applied for all time reserved before 4pm during regular weekdays (non-holidays). Winter rates apply to all rentals before 2pm during our camp season (June through August), and no discounts aside from what is already listed will be given. Prices are as follows for after 4pm on weekdays and all day on weekends and holidays:

**Spring, Summer and Fall**  
(March 16th - October 14th)

**Winter**  
(October 15th - March 15th)

	Standard	8-15 hours	16+ hours	After 12am		Standard	8-15 hours	16+ hours	After 12am
Field #2 or #3	\$85	\$75	\$70	\$70		\$155	\$150	\$145	\$115
Courts #4, #5, or #6	\$55	\$45	\$35	\$35		\$70	\$65	\$60	\$55
Training Area	\$40	\$35	\$30	\$30		\$55	\$50	\$45	\$45
Party Room #1 or #2	\$70	N/A	N/A	N/A		\$70	N/A	N/A	N/A

### Payment Information

Acceptable forms of payment are cash, check, Visa and MasterCard. A credit card number is required to reserve space in the facility. There is a \$22.00 service fee for any returned checks.

Applicant/organization accepts responsibility to abide by all procedures outlined in this Space Rental Permit and understands penalties associated with not abiding by these stipulations. The applicant furthermore agrees to indemnify and hold harmless Rockville SportsPlex and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Rockville SportsPlex. If applicant does not remit payment by due date, their credit card will be debited for the full payment.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp \_\_\_\_\_ Code \_\_\_\_\_

MasterCard      Visa

Amount of Deposit Given \$ \_\_\_\_\_ Date Deposit Given \_\_\_\_\_

Processed by \_\_\_\_\_

<b>Total Cost</b> _____
<b>Deposit</b> _____
<b>Balance</b> _____

## Rental Agreement Terms

1. Rental Rates are for individual activities or practice times for teams. It is prohibited to rent practice fields and run tournaments, camps, clinics or leagues without the specific permission of management. Prices will vary for these activities. Please call the facility for prices and availability at 301-838-4455.
2. Discounts are given only for hours rented within the specific sessions. Hours do not have to be consecutive. All hours have to be booked in advance for discounts to apply. If you add additional hours after your contract has been executed you will not receive a discount. For example, if you book 8 hours on a soccer field in December and decide to rent an hour in February after you have completed your December contract, you will not receive the discounted rate. Full rates will apply.
3. If you rent four (4) hours or less, full payment is required at the time of the rental. If you rent more than four (4) hours, a 25% nonrefundable deposit is required, with full payment owed at the time of the first rental. If you have a long-term rental that spans several months, you may opt to pay each month separately at the beginning of the month. This must be stated in writing by you at the execution of your contract. If your rental contract does not exceed two months, full payment is due at the time of the first rental. If payment is not received on the due date, a \$50 fine may be assessed and your rental contract can be terminated.
4. Cancellation Policy:
  - a. All payments, including deposits are nonrefundable.
  - b. Customers must fill out and sign a cancellation form for any dates they want to cancel. It is the responsibility of the customer to obtain this form and deliver it to the Sportsplex.
  - c. Customers are responsible for full payment of all rentals within thirty days from the date of cancellation. Customers will be exempted from this responsibility if the Sportsplex is able to resell the cancelled time. It is the responsibility of the customer to find out if the time was resold. Deposits are nonrefundable even if time is resold. If a customer cancels outside the thirty day period, then any payments greater than the deposit will be refunded in full.
  - d. If the facility is closed for any reason, customer shall receive a facility credit toward a future rental date. If no dates are available, customer shall receive a refund for only those dates in which the facility was closed.
5. All times shall be rented on the hour, in one-hour long increments.
6. Please include setup time in your rental. Please note: it takes about five to ten minutes to set up a volleyball court. It is the responsibility of the customer to include set up in their rental.
7. Please be courteous of others-- when your time is completed, promptly leave the court or field of play so that the next rental can use the field. It is the responsibility of the customer to end their rental at the allotted time. Anyone who continues to practice or play after their time has been completed will be billed and may forfeit their rights to future rentals at the Sportsplex.
8. Players shall play at their own risk
9. All customers must declare their use of the rental space. Any use outside this declaration will be an automatic forfeiture of their rental agreement.

## Cancellation/Change Form

Original Dates Being Changed/Cancelled and Field Surface

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rescheduled Dates and Field Surface

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Hours Refunded \_\_\_\_\_

Refunded \$ \_\_\_\_\_

\_\_\_\_\_

Customer Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Manager Signature

\_\_\_\_\_

Date