

SportsPlex and Aquatics Center

1001 SportsPlex Parkway, Opelika, AL 36801
(334) 705-5560

Reservation Form

(No reservations will be taken that conflict with scheduled programs.)

Type of Function: _____ Person in Charge: _____

Phone (Home) _____ Phone (Cell) _____

Mailing Address: _____

City/State/Zip: _____

City

State

Zip

Reservation Date: _____ Email address: _____

Set-Up/Arrival Time: _____ Departure/Exit Time: _____ No. in Group: _____

Rooms are rented in 4-hour sessions only. This includes decoration of room, bringing items in and basic clean-up at the end of reservation. Additional hours must run concurrent with reservation. No half hours.

- | | | |
|---|--------------------|-------|
| 1. Meeting Room A: (50 or less) Room Fee: | 4 Hours - \$150.00 | _____ |
| 2. Meeting Room B: (50 or less) Room Fee: | 4 Hours - \$150.00 | _____ |
| 3. Meeting Room C: (50 or less) Room Fee: | 4 Hours - \$150.00 | _____ |
| 4. Meeting Room A&B: (51-100) Room Fee: | 4 Hours - \$300.00 | _____ |
| 5. Meeting Rooms B&C: (51-100) Room Fee: | 4 Hours - \$300.00 | _____ |
| 6. Meeting Rooms A, B, & C: (101 - 150) Room Fee: | 4 Hours - \$450.00 | _____ |
| 7. Adult Activity Center: Room Fee: | 4 Hours - \$600.00 | _____ |
| 8. Warming Kitchen: Included with Adult Activity Center rental of all three rooms.
Available to rent only with Room C for an additional \$40.00. | | _____ |

Staffing Fee required during non-operational hours

An additional \$25.00 per hour Staffing fee will apply when rental occurs during non-operational hours.

Operational Hours: Monday-Friday: 5 am-9 pm Saturday 8-5 pm Sunday 1-5 pm

Standard rental is 4 hours. For additional hours see fees below:

1. Adult Activity Center - \$100.00 for each additional hour. _____
2. Individual Meeting Room - \$25.00 for each additional hour. _____
3. Two Individual Meeting Rooms - \$50.00 for each additional hour. _____
4. Three Individual Meeting Rooms - \$100.00 for each additional hour. _____

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Rental Agreement

General Policies

1. No alcoholic beverages allowed.
2. Room set-up must be given at time of rental.
3. Rooms are rented in 4-hour sessions only, which includes decoration, bringing items in and basic clean-up. If additional time is needed, additional hours may be purchased.
4. Room must be left in a clean and orderly condition. All food, trash, decorations etc. must be placed in the trash cans provided. Dust mops will be provided for sweeping the floor.
5. Additional hours must run concurrent with reservation. No half hours.
6. Adult Activity Center does not include patio area. Individual meeting rooms includes a portion of the patio directly in front that particular meeting room.
7. No obscene language, loud music, nor profanity will be tolerated. Noise/music must be kept at acceptable levels.
8. SportsPlex staff will break down the room.

I agree to provide adequate supervision as determined when making the reservation. I understand that Opelika City Ordinance does not allow the use of alcoholic beverages on the premises of any park facility. I further agree to be responsible for loss or damages to property and will leave the facilities in a clean and orderly condition. I have read the above Rental Agreement for facility reservations as set forth by the Board of Parks and Recreation. I understand and will abide by these regulations during the reservation time I have made.

Total Reservation Fee \$ _____ _____ Check

Total Paid \$ _____ _____ Cash

Signed: _____ Date: _____

Print Name: _____ Staff Initials: _____