

**RENTAL GUIDELINES FOR THE
Mineral Area College Bob Sechrest Field House**

I. Scheduling of the Mineral Area College (MAC) Bob Sechrest Field House

- a. Groups or individuals requesting use of the MAC Bob Sechrest Field House will complete and submit the application and required documents to the Athletic Director at least four weeks in advance of the requested date of facility use. This application must be accompanied with a copy of event insurance and full payment (payable to Mineral Area College). The Athletic Director will notify applicants regarding approval of facility usage. The Field House facility calendar will serve as the official reservation list of the Field House; the calendar will be maintained by the athletics director. MAC reserves the right to waive all, or part, of the fees at its discretion.
- b. Groups or individuals utilizing the Field House agree to be responsible for the supervision of the event, for the conduct of the parties present, for any damages which may result to said property, and for the observance of all regulations governing the use of the facility.
- c. All MAC use of the Field House must be approved and scheduled by the Athletic Director.
- d. Priority for Field House usage will be given to Mineral Area College's educational programs and/or activities.
- e. In the case of severe weather, Mineral Area College administration reserves the right to cancel any and all events.
- f. All programs and performances in the Field House must conclude by 11:00 PM. No admittance before 6:00 AM.
- g. Parties signing the application for usage must assume full responsibility for the conduct of the persons whom they admit for any infraction of regulations and agree to pay the cost of any damage caused by them or their patrons during the period of their use of the building. Cancellation of the reserved dates must be made at least thirty (30) days in advance of the reserved date, or the deposit will be forfeited. MAC reserves the right to cancel any arrangements for use of its facilities.

II. Rules and Regulations of the Bob Sechrest Field House

- a. NO ONE MAY USE THE FIELD HOUSE EQUIPMENT WITHOUT THE DIRECT SUPERVISION OF MINERAL AREA COLLEGE ATHLETIC DEPARTMENT EMPLOYEES.
- b. The Field House will be kept locked at all times except when in use. Locked interior areas will include the dressing rooms, training rooms, and all storage areas. These areas are only to be opened by Mineral Area College staff members.
- c. Sound equipment may not leave the building for any reason.
- d. Field House equipment (sound system, basketball goals, scoreboard, etc.) may be operated only by persons trained and/or approved by Mineral Area College athletic department employees. No equipment may be brought into the Field House without the prior approval of the Athletic Director.
- e. Nothing is to be attached to the gymnasium floor, walls, windows or any other fixture by tape, staples or any other means without prior approval of the Athletic Director.
- g. No food or drink of any kind is permitted on the floor of the Field House. Food and drink are allowed in the bleachers.
- h. Absolutely no tobacco products or any alcoholic beverages are allowed on the college premises. This includes indoors and outside.
- j. No activity will be permitted that might endanger the building or the persons attending.
- k. The use of profane language or gambling in any form is not permitted in the Field House.

INSURANCE REQUIREMENTS:

The renting group will secure and furnish to Mineral Area College fourteen days prior to the event commencement, a Certificate of Insurance, providing liability and property insurance of not less than \$2,000,000 per occurrence for the applicant during the period of time they will be using the facility. The certificate will name Mineral Area College as an additional insured under said policy. **Certificate of Insurance must be attached to the Rental Application.**

MINERAL AREA COLLEGE

WAIVER, RELEASE, AND AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

The undersigned hereby acknowledges that Mineral Area College does not carry medical pay coverage for its premises or vehicles. The undersigned further acknowledges that the activity listed herein may result in personal injuries to the participants. The undersigned further acknowledges that the activity is outside the direct supervision of Mineral Area College. Accordingly, the undersigned hereby assumes the risk of any injuries resulting from the activity herein listed.

We, _____,

(Organization/Group Name)

agree to protect, indemnify, save and keep harmless, the Mineral Area College and its Board of Trustees, administrators, teachers, employees, agents, and volunteers against and from any and all loss, cost, expense and/or liability for damage, injury or death, or any claim based upon negligence on the part of the college or any of its board members, administrators, teachers, employee, volunteers, or agents arising out of or related to our use of the facility for the purpose of

_____ on this date(s)_____.

In the event any person not a party to this agreement makes any claim or files any lawsuit against the college, its Board of Trustees, administrators, teachers, employees, volunteers, or agents relating to the participation in the event mentioned above, the undersigned agrees to indemnify (that is, reimburse if necessary), defend and hold harmless Mineral Area College, its Board of Trustees, administrators, teachers, employees, volunteers, and agents, from any and all such claims and lawsuits, including the payment of all damages, expenses, costs, and attorney's fees.

Signature of Organization Representative/Position

Date

MINERAL AREA COLLEGE
BOB SECHREST FIELD HOUSE USAGE CONTRACT

An agreement between the Board of Trustees, Mineral Area College, herein known as the Board and _____, herein known as the Organization. The Board agrees to permit the use of the Mineral Area College (MAC) Bob Sechrest Field House by the Organization on _____(dates) between the hours of _____and _____ for the purpose of _____.

The public will or will not (circle one) be admitted and admission will or will not (circle one) be charged. The rental fee for the above use of the MAC Bob Sechrest Field House will be_____. The full rental fee, any additional fees (see Facility Use Cost Worksheet), and the certificate of liability insurance is due with this contract.

The Organization agrees to assume responsibility for the conduct of people admitted to the building and/or grounds and to pay the cost of any damages to the building, grounds or equipment caused by members of the Organization or of their patrons. The Organization agrees to provide required Certificate of Insurance and sign the Hold Harmless Agreement.

The Organization agrees to assume responsibility for enforcing all the regulations for the use of the MAC Bob Sechrest Field House as outlined in the Rental Guidelines for the Field House. This agreement is entered into with the understanding that any breach of above terms may result in the organization being denied further use of the building or grounds.

Entered into this _____ day of _____, 20____.

Mineral Area College

Organization

BY: _____

BY: _____

Mineral Area College Athletic Director

Position _____

**Mineral Area College Bob Sechrest Field House
Facility Use Request Form**

Name of Organization: _____

Address: _____

Primary Contact Person: _____

Title: _____

Telephone Number: _____

Purpose for which facility is requested: _____

Date(s) requested, including rehearsals:

Date	Purpose	Start Time	End Time

Signature of Primary Contact Person

Date

Approved By:

Athletic Director

Date

Dean of Student Services

Date