

MONTICELLO COMMUNITY CENTER  
OVERNIGHT FACILITY  
USE PERMIT

Welcome to the Monticello Community Center! We are pleased that you have chosen our facility for your overnight lock-in. We will do our best to make your event as enjoyable and pleasant as possible. Please find the user fees and amenity hours for your evening below.

- **The Base Price for your lock-in reservation is \$1,090 for up to 40 facility users.** For more than 40 users an additional \$9.00 is added for each additional person.
- A 50% down payment is required to book and hold your reservation. The remaining payment amount is due before the date of your event. Additional fees if incurred will be invoiced after the event.
- The building will be available for your lock-in event starting at 9:00pm. Please use the west entrance of the building for your arrival and the Warehouse room will be available to store belongings.
- **Pool: 9:00pm to 11:00pm**
  - \*2 lifeguards and a slide attendant are included in the lock-in base price. Additional lifeguards may be need depending on the size of your swimming group.
  - \*We have set lifeguard to swimmer ratios for safety. Ratios are: **50+patrons=3 lifeguards, 75+patrons=4 lifeguards, etc.**
  - \*Additional lifeguards are \$35 per hour for each additional lifeguard.
  - \*Chaperones should check in with the lifeguard to determine number of suggested in-water chaperones.
  - \*Our pool rules and policies are attached to review with your staff and patrons before swimming.
  - \*Patrons must shower before using the pool.
- **Locker Rooms: 9pm to midnight**
  - \*The family locker rooms will be closed during your event.
  - \*All items must be removed from the locker rooms before 1:00am. Locker rooms will be closed for cleaning.
  - \*Patrons should use showers as appropriate.
  - \*If the locker rooms require additional custodial time due to excessive mess, there will be an additional charge of \$30 per hour. The custodian will advise the group leader at the time of the incident.
- **Climbing Wall: 10:30pm to 12:30am**
  - \*We will have 2 belayers staffed for your event.
  - \*Wall users must be wearing athletic shoes.
  - \*Each wall user must have a Wall Waiver signed by parent/guardian if under 18 years of age.
- **Gymnasium: 9:00pm to 6:00am**
  - \*The gymnasium will be set-up for basketball with basketballs available. If you have specific needs or would like to bring in other equipment, please get prior permission from the Member Services Manager.
  - \*A chaperone must remain in the gym area during times of use.
- **Warehouse: 9:00pm to 6:00am**
  - \*You may bring food and beverages into the Warehouse.
  - \*A chaperone must remain in this area at all times.
- **Building: 9:00pm to 6:00am**
  - \*A chaperone must be assigned to each entrance of the building. The chaperones are responsible for prohibiting entrance or exit of the building during the event. No one is permitted to leave the building until 6:00am. Attendees must wait inside the building to be checked out with a chaperone or person in charge. All participants need prior authorization to leave the building. Please inform the Member Services

Manager prior to the event if participants need to leave the event early. The Member Services Manager will inform the Building Attendant of participants that are approved for early departure.

\*Some areas of the building that are not included with the rental are off limits to participants. These areas include the meeting room hallway, Romp n Stomp, upstairs fitness area, and walking track. Please make sure all chaperones are aware of the off limits areas.

\*Concessions are available upon request 2 weeks prior to event. You will be billed an additional staff person for concessions at \$35/hour.

\*Pizza or other food may be brought in by an outside establishment. Please inform the Building Attendant on duty of your pizza delivery that night, so they may watch for the driver. Please let them know the estimated time of the food arrival. Also inform the outside establishment that they should deliver the food to the south entrance of the building.

- The Childcare room may be reserved prior to the event with the Member Services Manager for use as a check-in or sleeping/quiet area. The toys are not available for use. A chaperone must remain in the room when in use.
- The Birthday Party Room is not included with the rental unless prior arrangement is made with the Member Services Manager.

I have read the above agreement and have received a copy of the pool rules and policies. I am aware of the lock-in event rates and additional fees. I am also aware of the building and rental events policies. I understand all policies contained therein and agree to abide by these policies during the rental period.

I agree that all activities undertaken by myself or organization as part of this rental agreement, is at my or the organizations sole risk and that the City of Monticello, its employees, and members of the City Council shall not be liable for any claim, demands, injuries, actions or causes of actions whatsoever to me, the organization of mine or its property arising out of or connected with my or my organization's participation in the activities related to this rental. I forever discharge the City of Monticello, its employees, and City Council members from all such claims, demands, injuries, damages, actions or cause of action whatsoever, and that I have read and will adhere to all guidelines governing this facility.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Lock In: \_\_\_\_\_

Approx number of students: \_\_\_\_\_

Approx number of chaperones: \_\_\_\_\_