Arc GLOW – Leicester Building
3 Mt Morris Rd Leicester NY 14481
Facility Contract Terms

_____**Responsible Party –** Individual or Organization named as responsible party.

_____**Facility Reservations** – Facility reservation requests can be made by calling Arc GLOW, Amanda Hamler @ 585-658-2828 ext 2325, or emailing ahamler@arcglow.org. Reservations are not considered confirmed until the necessary contract has been signed by both parties. Facility reservation will be added to the agency Leicester gym calendar once approved to avoid double booking.

____**Walk-Thru** – The ARC facility evaluation walk-thru process has three components:

1. Initial Walk-thru: A mandatory, informal tour of the facilities with an Arc GLOW staff member. Renter and staff will determine the scope of the use and the services provided by Arc GLOW. The initial walk-thru should be completed at least 2 weeks prior to the date of rental.
2. Final Walk-thru: A mandatory tour of the facility/use areas performed by an Arc GLOW staff member after the event or the following business day.

_____**Damages** – Any damages occur by a member of the group, will be the responsibility of the Responsible Party named above. A detailed explanation of the damage associated costs will be provided by Arc GLOW to the designated Responsible Party. It should be noted that this could void current or future agreements.

____**Carry In/Carry Out --** The responsibility of clean up and trash removal will fall on the responsible party.

_____ **Building lights:** Turn off all lights in areas of use.

_____ **Bathrooms**: Ensure that you check bathrooms to verify sinks/toilets aren't running water, environment is left as found.

____**Building Security** – Arc GLOW is not responsible for lost, stolen, or damaged items. There is no alcohol, drugs and or smoking allowed on the premises. Please ensure you lock up at the end of your session. In addition, only use our main, side entrance to the building unless there is an emergency; use the safest, closet exit. No propping doors open for any purpose. It is also expected that the group will remain in the designated area.

____**Insurance** – Arc GLOW requires all user groups using the facility for recreational and athletic activities to name Arc GLOW as an additional insured and provide documentation of the same prior to use.

____ **Temperatures-** Please avoid adjusting the temperature controls.

____ **Facility items:** Please ensure if you move any item, to return it back to its original location prior to exiting the building.

***After reviewing the above, the user is required to initial each term in agreement. Please note that if there is more than one responsible adult due to varies teams you should review the above agreement with those that are applicable.**

Responsible Party _____ / _____/ _____
Signature print name Date

Arc GLOW Rep _____ / _____/ _____
Signature print name Date

In an EMERGENCY CONTACT: 911

Facilities Emergency #: (Maintenance, On Call) 585-813-7035
(Director, Amanda Hamler) 585-519-8968
(Sr. Director, Judy Welch) 585-519-3461
(VP, Kellie Kennedy) 585-350-8021

FACILITY Key code exchange: _____

I agree that I will use this code only for purposes noted in the above agreement. In addition, I will not share the code with anyone that is not listed in the agreement without seeking prior approval.

Responsible Party: _____ (Name Printed) / _____ (Signature) / _____ (Phone Number) / _____ (Date)

Responsible Party: _____ (Name Printed) / _____ (Signature) / _____ (Phone Number) / _____ (Date)

Responsible Party: _____ (Name Printed) / _____ (Signature) / _____ (Phone Number) / _____ (Date)

Responsible Party: _____ (Name Printed) / _____ (Signature) / _____ (Phone Number) / _____ (Date)

Arc GLOW approval: **initial:_____** **Date:_____**

☐ **Approved** ☐ **Unavailable**

**** Any changes to the contract must be agreed upon by:**
ARC GLOW Representatives, and the contract representative on signature page **

☐ I am an Arc GLOW Staff, Participant, Board Member
☐ I am not an Arc GLOW Staff, Participant, Board Member but would like to learn more about how to get involved.