

*Southwestern Baptist Theological Seminary*  
Recreation & Aerobics Center | Party Room Contract Agreement

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ AM or PM | Event End Time: \_\_\_\_\_ AM or PM

*If the student above is not the main point of contact for the event, please complete the section below:*

Event Planner: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contract Details:**

The rates and offers in this contract will remain valid for 30 days from the day of the contract being signed. Every effort will be made to accommodate requested changes to the room setup, but no changes will be allowed on the day of the event. Final charges will depend on the actual facilities and services contracted for and used. A FEE WILL BE CHARGED FOR CONTRACTING TO USE THE FACILITY EVEN IF THE FACILITY IS NOT USED. The Recreation and Aerobics Center is a smoke free facility and a special cleaning fee will be charged for smoking in the building.

Date	Time	Description of Event	Price	Total

**CONTRACT TOTAL:**

\$

**Payment Form:**

CARD

or

CHECK

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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I understand that this contract represents an estimated cost of total charges and that it will be adjusted for any changes or additional charges incurred. I understand that food services if used will be billed as per the food service guidelines, which are incorporated herein by reference. I affirm that I have the authority to enter into this agreement as the Premise User/Renter (defined below), and I agree to pay Southwestern Baptist Recreation and Aerobics Center the total cost of this agreement on or before the day of my event.

Premise User and its employees, agent, visitors, invitees, and licensees (hereafter collectively called "Premise User") shall observe and comply strictly with the Facility use Guidelines. The Seminary at all times shall have the right without notice to the Premise User to change such Guideline or to promulgate other guidelines in such reasonable manner as may deem advisable for the safety, care or cleanliness of the premises, and for the preservation of good order therein.

\_\_\_\_\_ (initial)

**Damage Responsibility Clause**

The Premise User agrees to be fully responsible for any damages to the premises, equipment, or property of the Recreation and Aerobics Center that occur as a direct result of their event, including damages caused by the Premise User, their attendees, guests, or anyone directly associated with their event. The Premise User will not be held responsible for damages caused by other individuals who are not part of their event and who are otherwise using the facility at the same time. Any necessary charges for damages will be added to the total cost of the agreement and must be paid in full within 10 business days of notification.

\_\_\_\_\_ (initial)

Premise User agrees to INDEMNIFY, DEFEND, AND HOLD HARMLESS THE SEMINARY AGAINST ANY AND ALL LIABILITIES, OBLIGATIONS, CLAIMS, DAMAGES, PENALTIES, ACTIONS, JUDGEMENTS, SUITS, COST, EXPENSES, OR DISBURSEMENT of any kind or nature that may be imposed on, incurred, or asserted against the Seminary arising out of conduct of the Premise User related in any manner to this agreement or the Premise User's use of the Premise including, but not limited to, Premise User's negligence.

\_\_\_\_\_ (initial)

Premise User further agrees to RELEASE AND HOLD HARMELESS THE SEMINARY, its subsidiaries, employees, agent, and representatives from any and all liabilities, obligations, claims, damages, penalties, actions, judgements, suits cost, expenses, or disbursements of any kind or nature which may be asserted by or on behalf of the premise user, whether those causes of actions are known or known to the premise user and whether such causes of action now exist or may exist in the future, by reason of any negligent act or omission of the seminary or any subsidiary, employee, agent or representative of the seminary in connection with this contract or the event or other use of the premises as contemplated in this AGREEMENT. \_\_\_\_\_ (initial)

Premise User agrees that under no circumstances will the Seminary be liable for damages, court cost, or attorney fees in excess of the amount charged to Premise User under this agreement.

Premise User Name (Print): \_\_\_\_\_

Premise User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PARTY ROOM FEE STRUCTURE

- **Southwestern Students Rental Fee: \$75 | Non-Student Rental Fees: \$150**
  - Maximum Time: 3 Hours
  - RAC Room/Facilities Access: Party Room, Basketball Courts, Gym Racquetball Courts Pool
    - *Please Note: The RAC does **NOT** provide a lifeguard for Party Room Rentals. Parents are responsible for the supervision of their children. **Parents of all minors attending the event must be present and remain in the pool area with their children. No child is to be left unattended in the RAC pool or other areas.***
- **Additional Charges:**
  - Gym/Pool Closure: \$75.00 per event
  - Overtime Fees:
    - \$25 for anything beyond 15-minutes past event reservation end time
    - \$50 per every 30 minutes beyond event reservation end time