

GREEN RIVER RECREATION CENTER
RENTAL INFORMATION

Thank you for considering Green River Recreation Center for your event! We want your event to be easy for you and your guests! To help things run smoothly, on the back of this form, there are some guidelines you should be aware of before your event. Additionally:

DECORATIONS: We will provide tables, chairs, setup, & cleanup. No tape or decorations are to be hung from the fire sprinklers or other workout equipment in the room. All of the renter's decorations need to be removed by the renter when completed.

RENTAL FEE: \$40.00/hour for room rental & \$20.00/hour/quarter of the gymnasium

Reservations will only be accepted & held with full payment.

RENTER'S NAME: _____ PHONE: _____

ADDRESS: _____ GROUP: _____

ROOM RENTING: Downstairs Meeting Room / Multi-Purpose Room / Outdoor Sun Deck / Other: _____

DATE(S) REQUESTED: _____ TIME REQUESTED: _____

QUARTER(S) OF GYM (Gym usage is exclusive to the renting party): _____

ACTIVITY PLANNED: _____

EQUIPMENT REQUESTED: _____

Additional Comments: _____

Total Rental Fee: _____

I hereby agree to abide by all room rental guidelines as stated on the back of this form.

RENTER SIGNATURE

SUPERVISOR APPROVAL

Additional Notes: _____

Payment Received: _____ by _____ on _____ Rules Reviewed with Renter: by _____
(amount) (initials) (date) (initials)

Green River Recreation Center

1775 Hitching Post Drive, Green River, WY 82935

307-872-0511 www.cityofgreenriver.org



ROOM RENTAL GUIDELINES:

ROOM TIME: To ensure everyone gets their full time in the room, please understand that you have 2 hours in the room regardless of whether there are events before or after yours. You are only allowed to be in the room at the time you indicated on your rental form. You may come as early as 15 minutes before for set up and stay up to 15 minutes after to clean up. Please remove ALL personal belongings from the room promptly (we are not responsible for your personal items). Guests arriving early are welcome to meet and wait in the lobby. If you arrive late, you will not be given extra time in the room. We are often booked with many parties/ events, so putting/leaving presents, cake, decorations, etc. in the room is not possible.

ROOM ETIQUETTE: Events are not supervised by staff. Parents/guardians are to actively supervise the party for the duration of your time in our facility. A staff member will be available to help you during your event should you need anything. You will be responsible to leave the room in good condition. Any damage to the room or to the decorations will not be tolerated (this includes removing decorations and table cloths).

POOL RULES & SWIM DIAPERS: All pool rules must be followed. All persons, under 16, getting in the water, are required to wear a swim band (these will be distributed by the front desk staff). Children under 8 must have an adult in the water with them within arms length. White bands can not go deeper than chest deep without an adult with them within arms length and/or a lifejacket. Once they have a lifejacket on, they can not take it off until they are done swimming. Those who will just be on the deck do not need a swim band. The adults who are chaperoning are admitted free. If other adults would like to swim they can pay the regular day pass fee. Green River Recreation Center requires a swim diaper for children 2 & under – even if they are potty trained.

SWIM ATTIRE: An appropriate and approved swim suit is required to use the pool. Regular gym and street clothes are not appropriate for pool usage. Please remind your guests to bring a towel. Towels are available for rent from the front desk for \$0.50. Lockers are available for rent from the front desk for \$1.00.

MAKING CHANGES TO YOUR EVENT: If you have changes or additions you need to make to your event – No problem! Changes must be made 72 hours in advance and must be paid for at the time of change. If you have any questions, please give us a call at 307-872-0511 ext. 0.

CANCELLATION POLICY: If you need to cancel your event you must complete a refund request form at least 48 hours before your reservation. On the day of the event, if a reservation needs to be changed or cancelled because of problems out of our control (such as pool closure), please fill out a refund request form and a refund will be given as determined by Green River Recreation Center Supervisor. No swimming refunds will be given if you have already been swimming for 30 minutes.

RULES (staff must check off & initial after verbally reviewing each item with the renter):

- All rentals and packages must be paid in full when reservation is made in order to reserve the rental.
- Birthday Party Packages are 2 hours minimum. 30 minutes is required between each party (for setup and cleanup).
- Participants receive admission to the facility; unless otherwise booked or unavailable.
- Basic birthday party package supplies are included in the Birthday Package options, please supply participant counts.
- Pool Parties: please consider swimming before your party so as not to get sick in the pool after eating.
- All events should be scheduled in as advanced time as possible; a minimum of 3 days is recommended for most events.
- Pool parties, individual Roller-skating parties, and some extra's require a minimum of 10 days advance booking.
- Parents/guardians are to actively supervise the party for the duration of your time in our facility.
- No red food color/drinks.
- No illegal substances/alcohol/vapes/tobacco of any sort & any other substance that falls under this category are not permitted.
- Credit will not be given if you do not use all your paid time/admissions.