



# CITY GYM

## RESERVATION FORM

205 SUMMIT STREET  
 RICHMOND MISSOURI, 64085  
 (816) 776-5304 ext. 2

*City Gym Reservations Must Be Scheduled Through The Recreation Department and The Fee Will Be Paid To The Collectors Office (Front Desk of Richmond City Hall).  
 City Hall is Open 8:00am-4:30pm, Monday-Friday.  
 To Book A Reservation, Please Call the Recreation Office or E-mail:  
 Hwilliams@Cityofrichmondmo.org*

### City Gymnasium Rental Rates

- One hour.....\$20.00
- Two hours.....\$40.00
- Each additional hour after two hours .....\$15.00

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Reservation Date(s): \_\_\_\_\_

\*Start Time: \_\_\_\_\_ AM or PM \*End Time: : \_\_\_\_\_ AM or PM

**\*Note- Start time/End time includes time needed for set up and clean up. If you need more time to set up/clean up, please reserve the gym for a longer amount of time. Gym is only reserved in one hour increments.**

Reservation Purpose: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Will Admission Be Charged: \_\_\_\_\_ If YES, Specify Amount: \_\_\_\_\_

Will There Be Any Activities In the City Parking Lot(must be approved): \_\_\_\_\_ If YES, Specify: \_\_\_\_\_

Will Non-City Of Richmond Equipment be Brought Onto City Property: \_\_\_\_\_ If YES, Specify: \_\_\_\_\_

**Please Put a Check Mark And Number Next to The (Below) Amenities You Would Like To Use During Your Reservation:**

Cafeteria Style Tables (Seats 12 Per Table) \_\_\_\_\_ How Many Cafeteria Style Tables (Max 5 Tables) \_\_\_\_\_

Basketballs \_\_\_\_\_ Small Basketball Goals \_\_\_\_\_ Volleyball Net/Volleyballs \_\_\_\_\_

**Due to City Gym COVID-19 Operation Modifications, the Richmond Recreation Department:**

1. Will only allow private parties up to 108 people in the gym. (20% of Gym's maximum occupancy).
2. Will have a limited number of private parties booked on the weekends/week days.
3. Will have disinfectant available for renters to use.
4. Renters must disinfect equipment (sport balls, tables, seats, etc,) before and after they use it. Disinfectant will be supplied to renters.

**RESERVATION WILL NOT BE OFFICIAL UNLESS RESERVATION IS PAID IN FULL**

*Make checks payable to: City Of Richmond*

*Please return in person or by mail to City Collector's Office, 205 Summit Richmond, MO 64085*

Amount paid \$ _____	<b>For office use only</b>	By _____
Recreation Director's Approval: _____	Date Recorded: _____	Date: _____

### **COVID-19 Modifications**

1. Please do not enter the facility if you are experiencing any of the following: fever, cough, sore throat, shortness of breath, have been in close contact with a confirmed or probable case of COVID-19, OR have been instructed to self-quarantine or isolate, for the current period of time, by a health agency due to Covid-19 exposure.
2. Please social distance.
3. Hand sanitation station is available near the entrance of the facility (on the South end of Gym).
4. Face masks are encouraged, but not required.
  - a. CDC recommends that you wear masks in public settings when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
5. Disinfectant spray bottles will be on the stage, on the AED box, and in each restroom. Please disinfect equipment (sport balls, tables, seats, etc.) and restrooms after use. To disinfect, simply spray the solution on what you want to disinfect and leave it to dry (no need to wipe it down).

### **Reservation Agreement**

1. **I am 18 years of age or older.**
2. **I will move all equipment back to its original location and clean the facility (place all trash in dumpster in the parking lot).**
3. **I will be responsible for damages, losses or injuries that occur during my reserved time. If damages and/or theft occur during my reserved time, I will receive a bill and will pay for the loss and/or damages.**
4. **I have read and will follow/enforce all City Gym Rules. City Gym Rules are posted on City Website.**
5. **Date will not be "reserved" or held for your event unless reservation fee is paid in full.**
6. **Reservations and changes to reservation must be received (5) five business days before scheduled event.**
7. **NO REFUNDS.**
8. **We reserve the right to change or cancel reservations as needed.**
9. **Absolutely no tape on floor, glitter, or confetti!**
10. **NO SMOKING OR ALCOHOL ALLOWED IN CITY HALL GYM, OR PARKING LOT.**

I recognize and acknowledge that any risks of physical injury may occur by renting Richmond City Gym. I am aware Richmond Recreation has put in place preventative measures to reduce the spread of COVID-19; and I acknowledge the contagious nature of COVID-19, and I realize Richmond Recreation cannot guarantee that myself or the people associated with my private event, in the City Gym, will not become exposed or infected with COVID-19, and I voluntarily assume the risk that myself or the people associated with my private event, in the City Gym, may have a chance of being exposed to or infected by COVID-19 by gathering at Richmond City Gym. I agree to assume the full risk of any injuries, including death, damage, exposed/infected to COVID-19, or loss which I and/or the people using the gym may sustain while in the gym. I acknowledge the activity I am reserving the gym for is outside the direct supervision of the City of Richmond Recreation Department and I do hereby fully release and discharge the City of Richmond Recreation Department and its officers, agents, and all employees from any and all claims from injuries, including death, damage, COVID-19 exposure/infection, or loss while in the City Gym/City Hall Property. I have read and fully understand the above gym usage details, Reservation Agreement, and I waive and release all claims. In the event any person not a party to this agreement, but associated with this reservation/attends the reservation event makes any claim or files any lawsuit against the City of Richmond, Recreation Department, its administrators, employees, volunteers or agents relating to the participation mentioned above, the undersigned agrees to indemnify (that is, reimburse if necessary), defend and hold harmless the City of Richmond, its administrators, employees, volunteers or agents, from any and all such claims and lawsuits, including the payment of all damages, expenses, costs and attorney's fees.

**By signing below, you have read and agree to the "Reservation Agreement" above.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Signature of Renter)