



**pcmarc**  
A higher degree of play

## GYMNASIUM RENTAL POLICIES

### Definitions:

1. Resident: Those living in Park City School District (PCSD).
2. Non-Resident: Those living outside the Park City School District.
3. Stakeholder: Any team or organization within the PCSD boundaries that utilizes Park City Recreation facilities and meets the criteria below. If a team or organization fails to meet any of these criteria, they will no longer be considered stakeholders and will no longer be entitled to stakeholders consideration for gymnasium use:
  - a. Must be non-profit and comprised of no less than 75% of the athletes (s) residing in the Park City School District.
  - b. Stakeholders will work toward equitable facility use for all organizations or teams through full attendance at periodic stakeholders organizational meetings, and through resolving booking problems on site.
  - c. Stakeholders must be current with seasonal and/or rental payments.

**Fees:** PC MARC FULL Gymnasium per Hour (1/2 Gym fees in parentheses)

	<u>First 20/hrs</u>	<u>Next 20/hrs &amp; Beyond</u>
Stakeholders:	\$60 (\$30)	\$55 (\$25)
Resident/PCSD:	\$65 (\$35)	\$60 (\$30)
Non-resident:	\$125 (\$75)	\$115 (\$65)
Special Event (Per day, 8+ hour day)		
Resident	\$450/day	
Non-Resident	\$800/day	
Non-Athletic Use	\$1400/day	
Off Season Rates (May 1-Labor day):	\$50/hr (Flat fee)	
Extra Fees:		
Volleyball Net Set Up	\$15/rental	
Bounce Houses	\$15/rental	

### Purpose

The PC MARC established these policies for all persons and groups that use the MARC facilities and require them to be obeyed. Park City Recreation may alter, change, and add any rules they deem necessary to provide the public and all citizens of the Park City area high quality facilities and to protect the public. Failure to follow these policies or any City policy could result in revoking of passes or privileges for the individual or group, and the individual or user group being held financially responsible for damages, or the loss of use of any City facility.

## General Policies

1. The PC MARC believes that it is in the best interest of all facility users to define scheduling priorities for use of the MARC Gymnasium.
  - a. Programs and special events sponsored by Park City Recreation will take first priority.
  - b. Long-term contracts will take second priority.
  - c. Stakeholder use will take third priority.
  - d. Reservations for local private groups may be submitted up to 6 months in advance. Schedules will be confirmed within two weeks of the time the reservation is submitted.
2. Reservations for stakeholder activities may be submitted on an ongoing basis and will be scheduled according to space availability and user history. Special Events may be scheduled up to 1 year in advance.
3. Non-resident groups will take final priority.
  - a. Reservations for non-resident groups may be submitted up to six months in advance. Schedules will be confirmed within two weeks of the time the reservation is submitted.
4. The following policies regarding payment and cancellations apply:
  - a. Deposits: Gym reservations require a 50% deposit at the time of reservation confirmation.
  - b. Final Payment: Final payment for gym use is due prior to occupancy. Special final payment arrangements will be considered at the request of stakeholder groups reserving large blocks of time.
  - c. Cancellations: If a reservation is cancelled less than 3 business days prior to use, deposit will be forfeited. Refunds will NOT be returned to Applicants who do not use their reservation and fail to cancel as stipulated above. If, due to unforeseen circumstances, a cancellation is initiated by the Park City Recreation or MARC staff, the reservation holder will be given a 100% refund for that specific date or credit toward a mutually agreed upon future reservation.
5. Proof of resident status is required for advanced reservations and to qualify for resident user fees.
6. Reservations will be configured in ½ hour blocks. All groups are encouraged to arrive on time and leave the gym immediately following their scheduled time.
7. To the extent possible, Park City Recreation personnel will schedule facilities with consideration given to the most efficient use of the facility. For example, volleyball leagues and rentals may be booked together to reduce set-up and take-down time of equipment.
8. Gym reservation schedules will be posted at the PC MARC front desk weekly.
9. Person(s) or groups securing a reservation will be responsible for clean up, breakage, damage or vandalism. An additional fee will be charged for damage or additional staff clean up as needed.
10. Church, non-profit and civic groups are subject to the same Resident and Non-resident fees published in the PC MARC Gymnasium Fee Schedule.
11. Regulations:

- a. Hours of Use. PC MARC hours established by PC Recreation are as follows (subject to change): M-F, 5:30am-10pm, Sat, 7am-9pm, Sun, 8am-9pm. Holiday hours subject to change.
- b. Supervision. All person(s) or groups holding a reservation shall provide gym supervision at all times. Supervisors(s) must identify themselves as such to PC MARC personnel.
- c. Conduct. No person shall engage in fighting, riotous, threatening or indecent conduct or use any abusive, threatening, profane or indecent language while on PC MARC property. Verbal or physical abuse of PC Recreation staff or coaches, players, and spectators associated with the various users will not be permitted. Anyone violating this regulation will be asked to leave the grounds immediately and may be subject to restrictions on future facility use.
- d. Court modifications. Any modification to the gymnasium or court must first be approved by PC Recreation, including but not limited to placement of soccer or lacrosse goals or setting up of any temporary structures.
- e. Damage and clean up. The reservation holder shall require that all persons it is responsible for (coaches, players, spectators, and others) use the gym and PC MARC in a safe, prudent, and responsible manner and only for their usual and intended purpose. The reservation holder shall leave the gym in a clean and orderly condition. All trash shall be disposed of properly.
- f. Sponsorship. The reservation holder shall not represent or imply that PC Recreation or the PC MARC in any way sponsors, supports, or endorses the activity for which the gym is to be used without the express written consent of Park City Recreation.
- g. Concessions. All concessions and fund-raising activities conducted on or adjacent to facilities rented in this agreement shall be subject to licensing and permitting through Park City.
- h. Alcohol. No person shall possess or use any alcoholic beverages within the PC MARC or gymnasium except as allowed by a permit issued by the proper authorities and with the prior written approval of PC Recreation.
- i. Drugs. No person shall possess or use any illegal drugs on PC MARC property.
- j. Pets. No pets allowed unless permitted by special event.
- k. Noise. The reservation does not grant permission to amplify sound or music unless approved by PC Recreation staff.
- l. Parking. Parking is not exclusive to gymnasium reservation holders.
- m. Lost and Found. PC Recreation is not responsible for personal property that is lost or stolen. A "lost and found" is maintained at the PC MARC front desk. Items will be kept a maximum of 30 days.

**SUGGESTIONS FOR IMPROVING OUR RESERVATION SYSTEM, FACILITIES, OR OUR SERVICE LEVEL  
ARE WELCOME.**

**PLEASE CONTACT PC RECREATION STAFF AT 435-615-5400.**