



the 422 SportsPlex



www.the422sportsplex.com ♦ 1400 Industrial Hwy ♦ Pottstown, PA 19464 ♦ 610.323.9600

Space Rental Permit

Date _____

Applicant Information

Name _____
Organization _____
Address _____
Email _____

Listed As _____
Home Phone _____
Work Phone _____
Cellular Phone _____
Fax _____

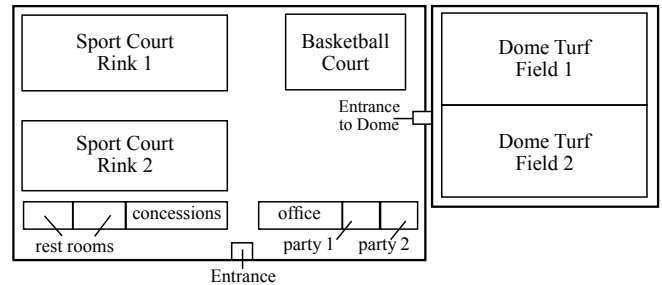
Permit Use Information

Program or Event Name _____
Description of Event _____
Date(s) _____
Date(s) _____
Date(s) _____

Number of Attendees Expected _____
Time _____
Time _____
Time _____

Space Requested (Check one or more as appropriate)

____ Dome Turf Field 1 ____ Basketball Court
____ Dome Turf Field 2 ____ Party Room 1
____ Sport Court Rink 1 ____ Party Room 2
____ Sport Court Rink 2



Costs

We do not rent 1/2 hour time blocks after 4pm during the week. A 25% discount will be applied for all time reserved before 4pm during regular weekdays (non-holidays). Winter rates apply to all rentals before 4pm during our camp season (June through August), and no discounts aside from what is already listed will be given. Prices are as follows for after 4pm on weekdays and all day on weekends and holidays:

	SPRING, SUMMER & FALL (April 1 - October 31)				WINTER (November 1 - March 31)			
	Standard	8-15 hrs.	16 + hrs.	after 12am	Standard	8-15 hrs.	16 + hrs.	after 12am
Dome Turf Field 1	\$80	\$75	\$70	\$65	\$170	\$165	\$160	\$110
Dome Turf Field 2	\$80	\$75	\$70	\$65	\$170	\$165	\$160	\$110
Dome Turf Field 1 & 2	\$160	\$150	\$140	\$130	\$340	\$330	\$320	\$220
Sport Court Rink 1	\$85	\$80	\$75	\$70	\$145	\$140	\$135	\$110
Sport Court Rink 2	\$85	\$80	\$75	\$70	\$145	\$140	\$135	\$110
Basketball Court	\$50	\$45	\$40	\$35	\$60	\$55	\$50	\$45
Party Room 1 or 2	\$60	N/A	N/A	N/A	\$60	N/A	N/A	N/A

Payment Information

Acceptable forms of payment are cash, check, Visa and MasterCard. A credit card number is required to reserve space in the facility. There is a \$20.00 service fee for any returned checks.

Applicant/organization accepts responsibility to abide by all procedures outlined in this Space Rental Permit and understands penalties associated with not abiding by these stipulations. The applicant furthermore agrees to indemnify and hold harmless The 422 SportsPlex and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the The 422 SportsPlex. If applicant does not remit payment by due date, their credit card will be debited for the full payment.

Signature of Applicant _____ Date _____
Credit Card # _____ Exp _____ Code _____
MasterCard Visa
Amount of Deposit Given \$ _____ Date Deposit Given _____
Processed by _____

Total Cost _____
Deposit _____
Balance _____

Rental Agreement Terms

1. Rental Rates are for individual activities or practice times for teams. It is prohibited to rent practice fields and run tournaments, camps, clinics or leagues without the specific permission of management. Prices will vary for these activities. Please call the facility for prices and availability at 610.323.9600.
2. Discounts are given only for hours rented within the specific sessions. Hours do not have to be consecutive. All hours have to be booked in advance for discounts to apply. If you add additional hours after your contract has been executed you will not receive a discount. For example, if you book 8 hours on a soccer field in December and decide to rent an hour in February after you have completed your December contract, you will not receive the discounted rate. Full rates will apply.
3. If you rent four (4) hours or less, full payment is required at the time of the rental. If you rent more than four (4) hours, a 25% nonrefundable deposit is required, with full payment owed at the time of the first rental. If you have a long-term rental that spans several months, you may opt to pay each month separately at the beginning of the month. This must be stated in writing by you at the execution of your contract. If your rental contract does not exceed two months, full payment is due at the time of the first rental. If payment is not received on the due date, a \$50 fine may be assessed and your rental contract can be terminated.
4. Cancellation Policy:
 - a. All payments, including deposits are nonrefundable.
 - b. Customers must fill out and sign a cancellation form for any dates they want to cancel. It is the responsibility of the customer to obtain this form and deliver it to the SportsPlex.
 - c. Customers are responsible for full payment of all rentals within thirty days from the date of cancellation. Customers will be exempted from this responsibility if the SportsPlex is able to resell the cancelled time. It is the responsibility of the customer to find out if the time was resold. Deposits are nonrefundable even if time is resold. If a customer cancels outside the thirty day period, then any payments greater than the deposit will be refunded in full.
 - d. If the facility is closed for any reason, customer shall receive a facility credit toward a future rental date. If no dates are available, customer shall receive a refund for only those dates in which the facility was closed.
5. All times shall be rented on the hour, in one-hour long increments.
6. Please include setup time in your rental. Please note: it takes about five to ten minutes to set up a volleyball court. It is the responsibility of the customer to include set up in their rental.
7. Please be courteous of others-- when your time is completed, promptly leave the court or field of play so that the next rental can use the field. It is the responsibility of the customer to end their rental at the allotted time. Anyone who continues to practice or play after their time has been completed will be billed and may forfeit their rights to future rentals at the SportsPlex.
8. Players shall play at their own risk
9. All customers must declare their use of the rental space. Any use outside this declaration will be an automatic forfeiture of their rental agreement.

Cancellation/Change Form

Original Dates Being Changed/Cancelled and Field Surface

Rescheduled Dates and Field Surface

Hours Refunded _____

Refunded \$ _____

Customer Signature

Date

Manager Signature

Date