

HTRC COMMUNITY CENTER INC — FACILITY USE CONTRACT

Contact: Gary Davis | **Phone:** 570-309-4122 | **Email:** garyd@htcretreat.com

Address: 1000 Seminary Road, Dalton, PA 18414

1. EVENT USER & CLIENT DETAILS (Gym Only)

- **Client / Organization:** _____ **Client Contact Name:** _____
- **Event Name:** _____ **Phone:** _____
Email: _____
- **Dates & Times:** _____ **Function:** _____
- **Duration:** Days per week: _____ | Hours per day: _____ | Days to schedule: _____
| Time Range (from/to): _____

2. GYM USE FEES & CONDITIONS

- **Gym Use Fee:** \$_____ per hour
- **Included Facilities:** Gym space only. No other facility access or use is included under this contract.
- **Schedule & Limitations:** Must be coordinated with normal operations and scheduled events of Holy Transfiguration Retreat Center. Holy Transfiguration Retreat Center schedule events take priority over the rights allowed in this contract.

3. POLICIES & RULES

- **Rules & Safety:** Smoke-free and alcohol-free facility. No illegal substances or pets allowed (service animals permitted). Children must be supervised at all times. Keep all emergency exits clear.
- **Parking:** Limited self-parking available during events for participants and staff. No overnight parking permitted.

4. INSURANCE, LIABILITY & CLEAN-UP

- **Insurance Requirements:** User/Client must provide a Certificate of Insurance naming both "HTRC Community Center Inc" and "Holy Transfiguration Retreat Center" as additional insureds. Outside vendors require prior approval and insurance certificates.
- **Liability & Clean-Up:** Client assumes liability for all damages, personal injury, and vendor actions, and must clean up all event trash. Neither HTRC Community Center Inc nor Holy

Transfiguration Retreat Center / Owner provides medical/first aid services or assumes liability for incidents occurring during scheduled events or otherwise.

5. PAYMENT & CANCELLATION

- **Initial Deposit:** \$_____ | **Due Date:** _____
- **Final Balance:** \$_____ | **Due Date:** On or before event start date.
- **Cancellation & Force Majeure:** Deposits offset calculated damages upon cancellation. Unpaid balances are subject to cancellation after 30 days written notice. Either party may cancel or reschedule without penalty due to Force Majeure events (acts of God, government restrictions, etc.).

6. SIGNATURES & ACCEPTANCE

By signing below, the parties accept and agree to the terms and conditions outlined above. Any changes must be made in writing by mutual consent.

CLIENT / ORGANIZATION

Authorized Signature: _____ Date: _____

Printed Name & Title: _____

HTRC COMMUNITY CENTER INC / HOLY TRANSFIGURATION RETREAT CENTER

Authorized Signature: _____ Date: _____

Printed Name & Title: **Gary Davis, Program Coordinator**