



## **Facility Rental & Use Policy**

The Potomac Curling Club rents its facility, the National Capital Curling Center, to members, non-members and outside organizations as an element of its mission to educate the public, grow the sport of curling and provide additional revenue for the maintenance of the facility.

### **Definitions:**

1. The Club – all facilities and properties associated with the Potomac Curling Club and the National Capital Curling Center.
2. Member – any adult member of the club, including social members in good standing at the time of the rental request.
3. Renting Member – any adult member of the club who rents the club for their event or serves as the contact and representative of a non-member renting group.
4. Non- Member – all other individuals and groups.
5. Ice Use – any rental event during which individuals are on the ice surface for any length of time.
6. Non-Ice Use – any rental event that uses only the Warming (Club) Room and attendant spaces, i.e., kitchen and or locker rooms.
7. Instructors – Potomac Curling Club members who provide curling instruction to the members of the rental group.
8. Scheduler – That official of the Potomac Curling Club responsible for maintaining the club's use, events and rentals calendar.
9. Half-Day Use – The use of the facility for a period of four hour or less, including set-up and/or clean-up time.
10. Full-Day Use – The use of the facility for a period of more than four hours and not more than eight hours, including set-up and/or clean-up time.

Potential renters (club members or club contacts) should contact the scheduler by e-mail to determine if the club is available for rental use at a specific time and date. If the requested time is available the potential renter must submit a completed rental request/contract form to the Scheduler. A non-refundable deposit of \$50.00 must accompany the rental request. The club may be rented only at time when there is no conflict with scheduled club activities.

Rentals are accepted on a first-come, first-served basis and must be approved by the scheduler. The renter will be guaranteed sole use of the facility during the rental

period, except for groups consisting of less than 16 people. In that case, the club reserves the right to make part of the facilities available for members' use. During the rental period, a notice of "Private Function" shall be posted at the facility entrance and the facility will be off-limits to members and the public.

On acceptance of the rental request/contract, the potential renter shall be notified that his or her request has been approved and the balance of the contract amount, plus a \$150.00 security deposit must be paid to the Club not less than 10 days in advance of the rental date.

The facility will be provided to the renter in clean and orderly condition and must be left in clean and orderly condition. If additional cleaning is needed after the group's departure, the cost of such cleaning will be deducted from the renter's security deposit. If the facility or its furnishings are damaged by members of the renting group, the cost of repairs will be deducted from the group's security deposit. Repair and/or cleaning costs exceeding the amount of the security deposit shall be billed to the representative of the renting group. Upon the Club's assurance that the facility has been left in clean, orderly and undamaged condition, the security deposit will be returned to the renting group within 10 days.

For rentals where the ice will be used, a minimum of two instructors is required if novice curlers are in the rental group. Additional instructors, at the rate of one for each eight novice curlers are required if the number of novice curlers exceeds 16.

Rental groups are required to furnish their own food and drink or have the event catered.

Groups of juniors (ages 10 – 21) are allowed and encouraged. When a group consists of novice curlers between the ages of 10 and 14, the number of instructors required is doubled. No children under the age of 10 are allowed to curl.

The renting member (contact) is expected to act as the Club's representative for the event. He or she will be responsible for opening the club and is responsible for ensuring the cleanup and for closing and locking the facility when the renting group leaves. The representative member must be aware of club policies and emergency procedures and must respect and protect the club assets.

Groups displaying unsafe or unruly behavior will be asked to leave immediately, without refund and with forfeiture of their security deposit.

The maximum capacity of the facility is 100 persons and is limited to 50 persons on the ice.

### **Rental and Use Fees:**

Fees are based upon the size of the group. Round group sizes to the next larger size in the table below. For example, a group of 10 would pay the 16 person rate.

Group Size	Warm Room Only	Warm Room and Curling Ice (4 hours)	Warm Room and Curling Ice (8 hours)	Potomac Curling Club Members' Rate (4 hrs)
8	\$100	\$300	\$600	\$200
16	\$100	\$560	\$1120	\$300
24	\$200	\$840	\$1680	\$400
32	\$200	\$1120	\$2240	\$500
40	\$200	\$1400	\$2800	\$700
48	\$200	\$1680	\$3360	\$800

\* *The \$50 rental deposit is included in the facility rental fees. The security deposit, not included in the above fees, will be returned if the facility is left clean and in good order.*