

BUSINESS MEETING

Business meeting is defined as Monday-Thursday 5:00a-9:00p & Friday 5:00a 5:00p



CEDAR VALLEY SPORTSPLEX
300 Jefferson St. Waterloo, IA 50701
319.291.0165 www.CVSportsPlex.org

1. Complete this agreement and return with full rental fee. Reservation will not be completed until payment is received.
2. Must be at least 21 years of age to reserve the facility and must be present during the event. No minors may be left unattended.
3. Event set up 30 minutes prior to the event and must be cleaned up no later than 30 minutes after.
4. Cancellations must be done 30 days prior to the event for full refund to be issued. Within 30 days no refunds will be issued. Staff will make an attempt to reschedule event.
5. SportsPlex has the authority to refuse rental privileges and rescind any and all rental permits for cause.
6. You agree to indemnify, defend and hold harmless the City of Waterloo, Iowa, its employees, officials and agents, from and against any and all claims, demands, causes, losses, liabilities, costs, or damages whatsoever, including but not limited to reasonable attorney's fees and expenses, that arises from or in connection with your rental at the Cedar Valley SportsPlex and all related activities so long as such is caused solely by the organization or its employees or attendees.
7. The Cedar Valley SportsPlex Regulations are by this reference incorporated as though fully set forth herein and your rental are subject to said regulations.
8. This agreement is legally binding on you, your personal representatives, and your heirs and assigns.

Date Requested: _____ Estimated Attendance: _____

Event Name: _____

School/Organization: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone: _____ Email: _____

Board Room - \$35/hour

Time: _____

Seats 12-15 comfortably

- Table is roughly 25' x 14'
- AV equipment
- Wireless internet access

Multipurpose Room & Kitchen - \$50/hour

Time: _____ Tables/chairs for 148 comfortable: _____

- Room is roughly 70' x 40'
- Rectangle tables are 8' x 2.6', 8 chairs per table
- AV equipment
- AV equipment
- Wireless internet access

I, the undersigned, being at least 21 years of age, am authorized to make this reservation request for the above-mentioned event.

Signature: _____ Date: _____

→ → → → See next page for set-up options

OFFICE USE ONLY	Scheduled	Paid	Copies sent	Refund

Option A - Auditorium



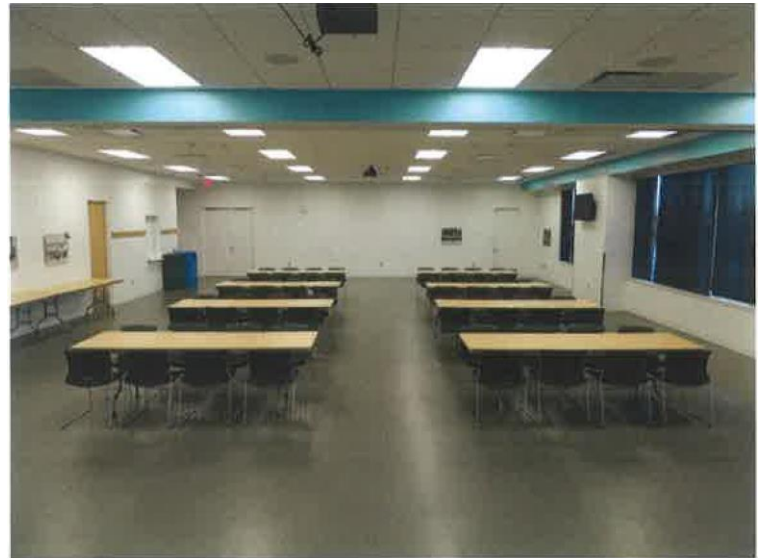
Option B - Classroom



Option C - Discussion



Option D - Cafeteria



Set-Up Needs:

Number of Chairs: _____

Number of Tables: _____

Head Table(s): _____

Food Table(s): _____

Podium: _____

Projector: _____

Audio: _____