



**Raymond B. Preston Health & Activities Center  
Facility Rental Agreement**

Thank you for choosing to rent the Raymond B. Preston Health & Activities Center for your special event. In order to ensure that your visit is as pleasant as possible, Preston Center Staff requests that the designated contact person/event sponsor be responsible for sharing the following information with all event participants. Please initial each item and complete all blanks below requesting information. This agreement should be returned to the Preston Center at least two weeks prior to your special event:

- \_\_\_\_\_ *Events sponsors and participants will abide by all Preston Center, IM-REC Sports, and WKU rules and regulations while visiting the Preston Center.*
- \_\_\_\_\_ *Participants will not hold the Preston Center of any of its employees liable for injuries that participants may incur during the special event.*
- \_\_\_\_\_ *Proof of event insurance, covering participants and spectators, will be provided to Preston Center Staff no less than one week prior to event date to allow for verification by Preston Center Staff.*
- \_\_\_\_\_ *Any violent, threatening, or lewd behavior will subject the event to immediate cancellation and fees will be forfeited.*
- \_\_\_\_\_ *All participants will enter together and will be accompanied by the delegated representative(s) of the event. Teams will enter together with coaches. The total number of participants will not exceed the pre-approved number authorized by Preston Center Staff.*
- \_\_\_\_\_ *All event spectators will sign-in upon entering the facility.*
- \_\_\_\_\_ *Food, tobacco, and gum are prohibited in the Preston Center.*
- \_\_\_\_\_ *Water coolers and other drinks will not be taken onto the hardwood surfaces. Water coolers can be placed on the tile near Court 1 and in the recessed area near Court 6. Ice will be made available by Preston Center Staff.*
- \_\_\_\_\_ *Participants will enter only those recreation areas in the facility that have been outlined in this agreement.*
- \_\_\_\_\_ *Event sponsors will be responsible for any broken equipment that may result from use during the special event.*
- \_\_\_\_\_ *Event sponsors will be responsible for clean-up of waste including emptying all trash receptacles before leaving.*

\_\_\_\_\_ *Children under the age of 14 will not be left unattended at any time.*

\_\_\_\_\_ *Event representatives will care for any injury involving participants or spectators. The Preston Center will provide a first aid room, training table, ice, and bandages. An incident report will be filled out for all injuries and when first aid supplies are administered. All calls for emergency personnel will be made by Preston Center Staff upon request by the event representative.*

\_\_\_\_\_ *Staffing fees will apply if facility rental times exceed normal Preston Center operational hours.*

\_\_\_\_\_ *Facility and staffing fees will be due one week in advance and are non-refundable unless otherwise specified by Preston Center management. Any additional fees incurred will be paid within one week of the completion of the event. Certain events may require a deposit.*

**Today's Date:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Area(s) to be rented:** \_\_\_\_\_

**Rental Fee:** \_\_\_\_\_

**Staffing Fee:** \_\_\_\_\_

**Additional Fees (if applicable):** \_\_\_\_\_

*I understand and am aware that by using the Preston Center facilities, and services offered by the WKU Department of Intramural-Recreational Sports, participants may experience potential health risks including, but not limited to, injury, cramps, transient light-headedness, fainting, abnormal blood pressure, chest discomfort, nausea and possible death. I acknowledge that participants should obtain permission from their physician before engaging in any exercise activity, and that the participants are voluntarily using these facilities and services with the knowledge of the dangers involved. The participants hereby agree to expressly assume and accept any and all risks of injury or death.*

*By signing below, I assume the responsibility of the event representative and agree to abide by the policies/procedures and terms of the facility rental listed above,*

\_\_\_\_\_  
Event Representative

\_\_\_\_\_  
Event Name

\_\_\_\_\_  
Date

**FOR IM-REC SPORTS USE ONLY**

Date Agreement Received: \_\_\_\_\_

Date Event Confirmed: \_\_\_\_\_

Date Proof of Insurance Received: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_  
Brad Stinnett, Assistant Director, Facilities

\_\_\_\_\_  
Date