

# USAGE AGREEMENT KELLEY HILL RECREATION CENTER

## GENERAL

The Kelley Hill Recreation Center Ballroom is primarily designated for functions by Army Commands and Active Duty Personnel and their families. All others including retirees, reservists, and DoD personnel may use the facility on a space available basis. The Ballroom is intended to be used as a recreational facility for social gatherings and may not be used without prior registration and authorization from the Kelley Hill Recreation Center Manager.

## RULES GOVERNING USE

### 1. Priority

Army Commands and active duty personnel have priority use of the Ballroom. The ballroom can be reserved for social gatherings on a first come, first serve basis. The Kelley Hill Recreation Center Manager reserves the right to cancel any previously scheduled reservation in the event of deployment or re-integration training cycles.

### 2. Usage

The patio, lobby area, kitchen and restrooms are included in the rental of the ballroom and are intended for recreational use only. No other facility rooms or services may be used unless otherwise approved by the Kelley Hill Recreation Center Manager.

### 3. Sponsors

Eligible patrons acting as sponsors for other family members and/or friends must be present at the function and will be held responsible for the actions of all participants. A hold harmless agreement must be signed prior to use.

### 4. Deposit

Deposit will be forfeited if the facility is left excessively dirty, or damage to the facility is noted upon inspection. Renters are required to police the area, remove any decorations, clean the grills if used and place trash in the nearest dumpster.

### 5. Beverages

The serving of alcoholic beverages to minors is strictly prohibited. Only malt beverages and/or wine can be consumed in the Kelley Hill Recreation Center. Absolutely no outside alcohol is allowed. All alcohol must be purchased from the Kelley Hill Recreation Center or Benning Club Catering.

### 6. Additional Equipment

Any additional tents, canopies, bounce houses, bands, trailers, or other party/picnic equipment must be identified and approved by the Kelley Hill Recreation Center Manager before use.

### 7. Facility Usage Information

The necessary deposits and fee schedule as established for the ballroom is as follows:

#### Sanctioned Military Event:

Examples Include: Formal Change of Command, Command Classes, and FRG Meetings

Fees: No user fee is required for these events as long as they take place within normal operating hours. The user fee if outside of normal operating hours is \$15 per hour. No deposit is necessary. However space is still available on a first come first, serve basis and these events will not receive priority over something already scheduled. FRG's will not be charged for potlucks and/or finger foods if the unit is forward deployed and the food has not been catered by an outside source.

#### Social Event:

Examples Include: Hail and Farewells, Parties, Reunions, and Wedding Receptions

Fees: Within normal operating hours the user fee for the ballroom is set at \$125.00. If the function is being paid for with unit funds AND food is being purchased from the Benning Catering and Conference Center or an MWR food contractor (i.e. Subway, El Zapata, or Little Creasers) then the rental fee is waived if inside normal operating hours. For every hour outside of normal operating hours the user fee is \$25 per hour. This includes all necessary set-up and tear down time. A \$50 dollar deposit is required at least five days in advance of the event. This will be refunded or taken out of the total cost upon completion of the event and inspection of the ballroom and associated areas by the Kelley Hill Recreation Center Manager.

### 8. Cancellations:

We require that you notify us of a cancellation a minimum of 5 days in advance of the event for a 100% refund of the deposit. 50% refund if cancellation is at least 3 days prior to your event. No refunds will be given to cancellations made less than 3 days prior to the date of your event.

**THANK YOU FOR YOUR COOPERATION IN HELPING US MAINTAIN OUR FACILITIES FOR  
CONTINUED USE AND ENJOYMENT.**

I understand and agree to the terms as outlined above:

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Renter Signature    Date

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Manager Signature    Date

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Manager's Name Printed