



**RENTAL INFORMATION AT:  
BORLAUG, VAN ALLEN & WICKHAM ELEMENTARY  
CORALVILLE PARKS & RECREATION PARTNERSHIP SCHOOLS**

Coralville Parks and Recreation will schedule rentals at partnership schools for the multi-purpose room & gym. Rental request forms for the fall/winter, January - May, 2022 are due by December 10, 2021. Any requests received thereafter will be filled based on availability. Every attempt will be made to honor your request. All time blocks for evenings and weekends are arranged with the Recreation Program Supervisor.

All renters will be invoiced at the end of each rental request period. Upon agreement of the invoice, fees will be charged to the credit card on file with Coralville Parks and Recreation Department. Prior to the start of a rental block, a valid credit card must be on file with the Coralville Parks and Recreation Department. The department's registration software securely and safely saves credit card information following PCI (Payment Card Industry) compliant guidelines.

***If school is canceled or let out early due to inclement weather there will be No Rentals for that evening.*** Rental requests can be subject to change each month due to ICCSD, City of Coralville functions and community Covid numbers. ***Any additional requests for your rental must be given to the Recreation Program Supervisor at least one week in advance.***

Cancellation Policy: Reservations may be cancelled or changed 48 hours in advance or more. For cancellations made less than 48 hours in advance, 1/3 of the fee is withheld. ***There are no refunds for same day cancellations.***

**MULTI-PURPOSE ROOM or GYMNASIUM RENTAL FEES**

**Non-Profit \$40 Per Hour; For-Profit \$120 Per Hour  
(2 hour minimum for weekend rentals)**

**Expectations of gym renters at all City of Coralville partnership facilities:**

- Adult coach, responsible adult and/or renter may not leave the facility until all minor participants are picked up at the end of a rental.
- Volleyball groups are expected to set up and tear down the volleyball nets at the start and end of the rental.
- Baseball and softball renters are expected to use indoor balls only. No hitting practice.
- Food and drinks are not allowed in the gym, water bottles only.

**Policies and procedures required to prevent the spread of Covid during building usage:**

- No spectators (parents) allowed in the school building during practices.
- One or two spectators per player will be allowed during games, depending upon how the gym will be used. Renter must obtain approval from the Recreation Program Supervisor ***prior*** to spectators entering the facility. Spectators must socially distance themselves from others while in the facility.
- Coaches and spectators are required to be in a mask while in the building at all times, no exceptions. Players may remove masks during play. Coaches are required to remind and enforce mask policy.
- Renter will take daily attendance and keep record of those in attendance at each rental for contact tracing purposes.

***Failure to abide by the guidelines listed above may result in termination of facility usage. ICCSD camera footage may be used to ensure safe practices are adhered to.***

## Request for Usage of Multi-Purpose Room or Gymnasium

This form is a request for usage of the Multi-Purpose Room or Gymnasium at any of our Coralville Parks & Recreation partnership schools but does not guarantee that this date has been reserved for you. This form will be submitted to the Recreation Program Supervisor, who will contact you and confirm your reservation.

Please mark down an "X" for your first priority school that you would like to use.

**Borlaug Elementary:** \_\_\_\_\_ **Van Allen Elementary:** \_\_\_\_\_ **Wickham Elementary:** \_\_\_\_\_

Name of Organization / Group: \_\_\_\_\_

Event to be held: \_\_\_\_\_ Estimated # in attendance at rental: \_\_\_\_\_

What best describes your group or organization? Non-Profit or For-Profit

Person Making Request: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**1<sup>st</sup> Preference: Date(s):** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**2<sup>nd</sup> Preference: Date(s):** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**Usage Area:** *(please circle one)*

Gym

Multi-Purpose Room

Both

**Signature of Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*As a user of a City of Coralville facility, I agree to prohibit discrimination against users on the basis of that user's race, creed, color, national origin, religion, sex, sexual orientation, age or on the basis of disability.*

Will you be in attendance for all rentals? YES NO

If no, please list appointed adult expected to be present at the rental(s):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**For more information please contact:**

- **Borlaug Elementary:** Amy Erickson - [aerickson@coralville.org](mailto:aerickson@coralville.org)
- **Van Allen Elementary:** Erica Eichhorn - [eeichhorn@coralville.org](mailto:eeichhorn@coralville.org)
- **Wickham Elementary:** Travis Mai - [tmai@coralville.org](mailto:tmai@coralville.org)

**Renters are held responsible for damage, including broken or repaired equipment and will be asked to cover the cost. Please inform the supervisor on site with any damage immediately. (Ex. broken light in the gym, ripped basketball net, etc....)**