



Teen & pre-adult (ages 13-20) Party Rental Policies and Procedures

Rental Party understands PARA's cancellation policy which is attached to your confirmation of deposit.

Hours

1. Rental Party understands that all functions for 13-16 year olds will end by 10:00 p.m.; all functions for 17-20 year olds will end by 11:00 p.m. The ending of a function denotes that the party has ended, the clean up is done and all participants have left the building.
2. Rental Party understands that any request for rental hours after regular Center operating hours is subject to a \$50 fee per hour in addition to standard rental fees.

Security

1. There will be a ratio of 2 (two) security persons for the first 50 guests for age group 13-20, and one (1) additional officer for each 25 guests after that. PARA **only** will arrange security and that fee will be paid for by the rental party.
2. Rental Party understands that there will be a ratio of 1 chaperone for every 15 children/teenagers. All pertinent information (names and telephone numbers) concerning chaperones must be received by office staff upon final payment and all chaperones will be confirmed in advance and checked in at the function.
3. Rental Party understands that they will be assigned PARA-labeled disposable wristbands according to the reservation head count for their event. **Rental Party understands that each guest (adult or child) attending must be wearing a PARA wristband to enter the function. There will be no exceptions made to this rule.**
4. Rental Party understands that each guest entering the function will be checked by PARA staff or security personnel for PARA wristbands.

Supervision

1. Rental Party understands that they are solely responsible for all guests attending their function (invited or non-invited).
2. Rental Party understands that all guests are required to remain in the reserved area except for the nearest bathroom facilities. Any guest who exits the facility once the function has begun will not be allowed re-admittance to the event.
3. Rental Party understands that there is no loitering allowed (inside or out). All guests not inside the designated reserved areas for their function will be asked to leave the premises.
4. Rental Party understands that PARA is not liable for any damages or expenses that might arise as a result of the use of the facility.

My signature implies that I have read and agree to adhere to each policy. I understand that any noncompliance with the above rules and procedures can affect my ability to reserve any PARA facilities in the future.

Rental Party Signature

Date

Rev 5/28/08