

# IMPORTANT INFORMATION

## **\*\*Insurance Requirements:\*\***

A copy of the Lessee's certificate of \$2 million in liability insurance is required. If your policy does not cover events, you can obtain event insurance through a provider of your choice, ie, Duuo by Cooperators.

## **\*\*Booking Times:\*\***

Booking times must include both setup and takedown for your event. High schools are available for evening bookings starting at 7 PM, while middle schools and below are available at 6 PM. Any other start times will require approval.

## **\*\*Gym Equipment:\*\***

Gym rentals include basketball, volleyball, and badminton nets only. Use of any other school equipment is prohibited.

## **\*\*Sound Systems and AV Equipment:\*\***

Gym sound systems and AV equipment are off-limits.

## **\*\*WiFi Access:\*\***

WiFi is available; however, it is recommended to have a backup option in case of outages.

## **\*\*Sales Restrictions:\*\***

The sale of merchandise, food, and other goods is not allowed on-site.

## **\*\*Food and Beverages:\*\***

Food and beverages are not permitted without prior arrangement with Facility Bookings, and additional caretaking fees may apply.

## **\*\*Footwear Policy:\*\***

Outside shoes are not allowed in the gymnasiums, as small rocks and pebbles can damage the floor, and dust/dirt from shoes can be hazardous to players.

## **\*\*Inflatables Policy:\*\***

Bouncy castles and inflatables are prohibited.

## **\*\*Payment and Cancellation Policy:\*\***

Admin fees are due at the time of booking. Payment for the event is due 10 days before the event. Changes and cancellations must be made at least 10 days in advance to avoid fees.