



Safari Island Community Center Facility Reservation Form

1600 Community Dr, Waconia, MN 55387

 952-442-0695  safariislandcommunitycenter.com

Contact Name: _____

Today's Date: _____

Address: _____

Phone: _____

City: _____ Zip: _____

Email: _____

*Contact Alejandro Mendoza for any questions

Email: amendoza@waconia.org

Phone: 952-442-0691

Event Details

Choose **ONE** of the following facilities:

- | | |
|--|------------|
| <input type="checkbox"/> Room 1 | \$40/hr |
| <input type="checkbox"/> Room 1 & 2 | \$50/hr |
| <input type="checkbox"/> Batting Cage | \$60/hr |
| <input type="checkbox"/> Gym - 1 Court | \$35/hr |
| <input type="checkbox"/> Gym - 4th Court | \$50/hr |
| <input type="checkbox"/> Lap Lane | \$27.50/hr |

Details

Date of Reservation _____

Event Start Time _____

Event End Time _____

Estimated Attendance _____

Organization _____

*Reservations are not confirmed until payment has been made with Safari Island staff. Facilities cannot be held while waiting for payment.

Non-Profit Groups

501(c)(3) status: Yes No *Non-profit groups must supply proof of non-profit status

Reminders:

*Children years old and under *must* be supervised in the water, within close proximity at all times, by some 16+ years. This includes children wearing life jackets.

*Socks must be worn in the indoor four-level play structure.

*Candles and/or open flames of any kind are not allowed in the facility.

Special Set Up Requests:

Safari Island Community Center
Booking Procedures & Policies
(Room Rentals, Pool Rentals, Birthday Party Packages, & Gym Rentals)

PLEASE READ CAREFULLY

Effective January 1, 2017:

Individuals and groups are not allowed to rent our space to make a profit. (e.g. charging participants or groups a fee). Individuals are not allowed to rent our space and instruct a class to an individual or group.



Safari Island Community Center
1600 Community Drive
Waconia, MN 55387
Phone: 952-442-0695
Fax: 952-442-0692
www.safariislandcommunitycenter.com

BOOKING PROCEDURE

- * No one under the age of 18 is allowed to rent our rooms.
- * Complete Facilities Rental Agreement form and make your payment in full.
- * Mail in a check payment to: 1600 Community Drive, Waconia, MN 55387. Please make sure your requested rental time is available first.
- * Email or fax your credit card info to amendoza@waconia.org or (Fax) 952-442-0692.
Please make sure your requested rental time is available first.
- * Complete your application and make a payment at the Safari Island Front Desk.
- * Reservations may be taken over the phone with the Facility Coordinator with a credit card payment.
- * All reservations should be made at least 1 week in advance.
- * forms turned in on evenings or weekends will be processed within the next 2-3 business days. The Facility Coordinator will contact you to confirm your rental and collect a payment.

BOOKING POLICY

- * No rooms will be held or booked until a payment is made in full and we have a signed rental contract.
- * The rentals will be booked in the order that they are received and paid.
- * You will be charged for your bookings regardless of your usage.

BIRTHDAY PARTY CANCELLATION POLICY

- * Prior to 7 days of the party: 50% Refund
- * 7 days or less: No Refund
- * **CHANGE FEE:** If you decide to change the date or type of your party, there will be a **\$20.00 fee** that you will need to pay and you will need to provide your request to the Facility Coordinator in writing.

FACILITY AND POOL RENTAL CANCELLATION POLICY

- * Prior to 48 hours of the rental: Full Refund
- * Less than 48 hours: No Refund
- * **CHANGE FEE:** If you decide to change the date of your facility or pool rental there will be a **\$20.00 administrative fee** you will need to pay and you will also need to provide your request to the Facility Coordinator in writing.

GYM RENTAL CANCELLATION POLICY

- * Prior to 7 days: Full Refund
- * Less than 7 days: 50% Refund
- * **CHANGE FEE:** If you decide to change the date of your gym rental there will be a **\$20.00 administrative fee** you will need to pay and you will also need to provide your request to the Facility Coordinator in writing.

IN THE EVENT OF AN EMERGENCY, SAFARI ISLAND/RINK MANAGEMENT RESERVES THE RIGHT TO CANCEL RENTALS. RENTAL FEES WILL BE RETURNED ACCORDINGLY.

SAFARI ISLAND/RINK MANAGEMENT HAS THE RIGHT TO REFUSE ANY RENTAL, ACTIVITY, SET UPS, FOOD, BEVERAGE CHOICES, ETC.

I have read and understand the [policies](#) regarding the use of Safari Island/Rink Management and agree to comply therewith. I also understand Safari Island/Rink Management hereby waives all liability for loss, damage, injury, or illness incurred by users of the facility under this agreement. I further assure Safari Island/Rink Management that reimbursement will be made at the user's expense for any damage, breakage, or additional cleaning as a result of the usage described above.

Signature:

Date: