



FitCity Rental Policies and Procedures

Whether you're planning a birthday bash or a professional gathering, the FitCity Center offers the perfect backdrop for any occasion. Choose from our versatile community rooms for meetings and social events, or host an unforgettable celebration in one of our dedicated party rooms. For those looking to make a splash, we offer exclusive outdoor pool rentals, giving your group private access to the water for some sun-soaked fun.

The following provides a basic overview of policies, pricing, and options for your rental group. All rates listed are hourly unless otherwise stated.

Party Rooms	Rate	Capacity
Can be booked 7 days - 8 weeks in advance. Does not include admissions. Can be booked online at reonline.spanishfork.org.		
Varying times available in 2-hour blocks; see reonline.spanishfork.org for details.	\$60	20

Outdoor Pool & Pavilion Exclusive Rentals	Rate	Capacity
Memorial Day - Labor Day; includes 200 guests, additional guests \$2 /person. Can be booked online at reonline.spanishfork.org.		
Mon - Sat: 6:30 - 8:00 p.m.	\$600	432
Mon - Sat: 8:30 - 10:00 p.m.	\$600	432
Sat: 10:00 - 11:30 a.m.	\$600	432

Outdoor Pavilion Rentals	Rate	Capacity
Memorial Day - Labor Day; Does not include admissions Can be booked online at reconline.spanishfork.org.		
Mon - Sat: 12:00 - 2:30 p.m.	\$250	100
Mon - Sat: 3:30 - 6:00 p.m.	\$250	100

FitCity Center	Fee	Deposit	Capacity
Full Facility - 10:30 p.m. to 12 a.m. (after-hours only; does not include outdoor pools; requires 2 weeks' notice to book).	\$2,800	\$1,000	900
Community Rooms, Stage, & Serving Area	Hourly Rate	Deposit	Capacity
Requires 2 weeks' notice to book. Rentals can be requested on reconline.spanishfork.org			
Hourly Rate (minimum of 2 hours). Stage & 3 community rooms.	\$175	Square Contract (\$ 250	213
Hourly Rate (minimum of 2 hours). Stage & 2 community rooms.	\$125	Square Contract (\$ 250	159
Hourly Rate (minimum of 2 hours). Stage & 1 community room.	\$100	Square Contract (\$ 250	106
Hourly Rate (minimum of 2 hours). 1 Community Room.	\$75	Square Contract (\$ 250	53
Piano Deposit		Square Contract (\$ 250	

Party Room Policy

- Outside food and drink are allowed in the party rooms, but are not permitted on the pool deck and should remain in the party room.
- Open flames and candles are not permitted.
- Helium balloons, piñatas, glitter, confetti, and wall decorations are not permitted in the facility. Table decorations are fine.
- All guests must enter through the front entrance.

- All party room reservations last two hours.
- Rental groups should be aware of the swim lesson schedule, which uses the program pool from 4-7 pm Monday - Thursday.
- Rental fees are due at the time of reservation. For a refund (less \$5 processing fee), party room cancellations must be made at least 48 hours in advance.
- The rental group is responsible for the clean-up of the entire event.
- Admissions to the facility are not included; day passes or memberships are required for all party guests. Please bring a list of your guests for check-in at the front desk.

General Rental Policies

- Rental reservations for community rooms and outdoor pool must be made a minimum of two-weeks in advance.
- After-hours outdoor pool and FitCity pavilion rentals can be made online [at reconline.spanishfork.org](http://reconline.spanishfork.org).
- Outdoor pool and pavilion rentals are available on March 1 for the entire summer season, which runs Memorial Day to Labor Day.
- Community room rentals will fill out the rental application, also found online.
- Community room rental groups must remain in the areas reserved. Rental does not gain group access to the facility.
- **Day passes or memberships are required for all attendees who wish to access the pay zone.**
- For-profit companies cannot sell items or services in the FitCity Center, and no products can be sold or money transacted as part of the facility rental.
- Advertisements for events are not permitted in the FitCity Center, and internal event signage must fit within the sign materials provided.
- Guests should consider set-up and clean-up time as part of their rental, and reserve the necessary time to complete these tasks.
- Rentals must finish on time. If a rental group exceeds the reserved time by 15 minutes, there will be an additional hour charged, and your group may lose rental privileges in the future.
- All indoor rentals must check in upon arrival and check out before departure at the FitCity Center front desk.
- Outdoor pool and pavilion rentals will check in at the outdoor pool entrance.
- Significant damage & repair are the financial responsibility of the renting party.
- Tables and chairs are for use only within the area/room where they are located.
- Equipment may be checked out from the FitCity Center, per standard policy. Consult with FitCity Center staff for availability.
- Helium balloons, piñatas, glitter, confetti, and wall decorations are not permitted in the facility. Table decorations are fine.
- No open flames, candles, etc.
- Rental groups will provide their own serving utensils, paper products, linens, tablecloths, etc.
- A/V equipment in community rooms available upon request.
- The facility will set up tables & chairs in the configuration as discussed with the rental group before the event. The facility will also break down tables & chairs after the event.

Food

- Food is permitted in the community rooms, party rooms, and outdoor pavilion.
- Food is to be prepared off-site. Rentals groups can rent the serving area for minimal food preparation and to distribute already prepared items, but the use of ovens and

other equipment is prohibited.

- The use of the concession stand for food/drink preparation is prohibited.
- If the event does pre-prepared meals or non-cooked foods, they must serve them in the designated serving area and may use crock pots, warmers, etc.
- The use of sprinkles, gummy substances, ice cream, and popcorn is prohibited.

Reservation Process for Community Rooms

- Complete the FitCity Center Rental request form:
<https://www.jotform.com/build/251426828657164>.
- Rental requests will be responded to within one week of request submission.
- When a rental is approved, the rental group will receive and fill out a rental agreement.
- Rental deposits will be handled through Square contracts.
- Balance due upon confirmation of the rental. The facility will not be reserved until payment has been made.

Party Rooms, outdoor pool, and pavilion can be booked online at reconline.spanishfork.org