



Backyard Playroom @ FPCRO Event Contract

Have a great event! We rely on you to help maintain the cleanliness and safety of this space. Below are notes for what you need to know to host an event and to keep this space in great shape for the community.

Prior to Your Event

- **Availability:** We offer our space for special events such as birthdays, etc. on Saturday's, or by prior arrangement. Contact the BYP Coordinator for an appointment to schedule a date and review contract at **byp@fpcro.org**.
- **Cost:** Three hours for \$125; four hours for \$150. This includes set-up and clean-up, plus a refundable \$250 deposit. **Deposit is forfeited if:** there are damages to the room/equipment; you remain past the end of your time commitment; the area is not sufficiently cleaned; over-capacity of guests. Checks may be made out to FPCRO with "Backyard Playroom" and the reserved date on the memo line.
- **A signed waiver must be collected for every child. Waiver form will be provided by the BYP Coordinator on the day of the event.**

Please Support Room Rules

- Play space is intended for kids ages five (5) and under. Please monitor your guests.
- No food or open drink containers in the play area. Limit food to the Check-In Room.
- All child participants must have a signed waiver.
- Remove shoes before entering the play area.
- Please clean the space thoroughly before leaving. Everyone who uses the space helps maintain and care for it.
- Total capacity for the spaces is 50 persons (children and adults) per the Royal Oak Fire Marshal.

FAQS

May I bring food? *Yes! Just ensure no food or drink goes in the playroom itself. Discuss with the Coordinator if you will need additional tables or chairs.*

May we use the coffee bar and/or snacks already there? *Yes! Leave donations when your event is over. Coffee is \$2; tea or snacks are \$1.*

Where does trash go? *In the large trash can in the Check-in Room.*

May older siblings play too? *The tree house and little chairs are strictly for kids five (5) and under. For older kids, you are welcome to set up games in the Check-In Room.*

What is your cancellation policy? *Please let us know at least three (3) days in advance if you need to cancel your event. Notice less than 72 hours will result in forfeiture of the deposit.*

Cleanup

The BYP Coordinator will orient you to the space upon arrival. We ask that you place all trash in the large trash can and take all returnables home with you. If there is food or other items on the floor at the end of your event, please use the vacuum for clean-up. The coordinator can direct you to the vacuum, cleaning supplies, trash bags, or a first aid kit as needed.

Requested Event Date: _____ **Event Duration:** 3 hours 4 hours

By signing this contract, you agree to all the terms outlined in the above checklist.

Name

Date

FPCRO representative authorizing acceptance of contract: _____

Name & Date

For liability reasons, please indicate if you carry: Homeowners Insurance

Renters Insurance

None