



Contact Zonies Agility Club Request for Field Rental

contactzonies@gmail.com

RENTAL TYPE – SELECT ONE (use a separate form to request both)

<input type="checkbox"/> Field Only	<input type="checkbox"/> Field and Agility Equipment
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GROUP TYPE – select one

<input type="checkbox"/> Professional Instructor <ul style="list-style-type: none"> • Liability Waiver required • Proof of insurance required • Complete the: <i>Professional Organization</i> section 	<input type="checkbox"/> CZ Members <ul style="list-style-type: none"> • Zonies membership required of ALL participants • Complete the: <i>Zonies Member</i> section
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DOG ACTIVITY – check one or more:

<input type="checkbox"/> Agility	<input type="checkbox"/> Nose Work	<input type="checkbox"/> Obedience
<input type="checkbox"/> Disc Dog	<input type="checkbox"/> Foundation/Tricks	<input type="checkbox"/> Other: (CZ board approval required)

PROFESSIONAL ORGANIZATION:

Name of Organization		Name of Instructor(s)
Primary Mailing Address	Contact Phone Number	Contact Email
Name of Insurance Carrier		

ZONIES MEMBER: (All participants MUST be CZ Members)

Enter names of ALL participants. Memberships will be verified prior to approval

Member Name	Verified

DATE AND TIMES Requested (Hours available: 7am to 9:30pm)

Please check online calendar for availability; see the calendar link below.

Enter all dates and times in the boxes below (attach a page if you need more room); if using equipment, the start and end times will include setup and tear down*					
Total Hours (enter this number below)					

For pricing on full day or multi-day rentals, please email contactzonies@gmail.com

Online Calendar: <http://www.contactzonies.org/Calendar>

PRICE AND PAYMENT:

Activity	Hourly Cost	No. of Hours	Total
Professional Instructor Field rental only	\$20/hr x		\$
Professional Instructor Field and equipment	\$30/hr x		\$
Member Work Group field only	\$10/hr x		\$
Member Work Group field and equipment	\$20/hr x		\$
<i>Opt: Extra 30 min equipment setup time per session</i>	\$5/session		\$
*Please enclose a payment with your application.		TOTAL:	
If request is denied, payment will be returned. See policies below for refunds, re-scheduling, and weather cancellations. Make checks payable to "Contact Zonies". Mail application and payment to: CZ Membership Director, 2309 E. Acoma Drive, Phoenix, AZ 85022			

RENTAL POLICIES:

- It is the responsibility of the Renter to communicate these policies to all participants.
- Rental time (hours) starts when the Renter enters the field and ends when the Renter leaves the field. Any setup is included in the Rental time. Please do not arrive before the approved time or stay after.
- For Professional Instructors only:
 - A certificate of insurance (COI) rider must be provided upon approval. The COI must be a minimum of \$1 million coverage and list the following entities: Contact Zonies Dog Agility Club and Melrose Swim Club.
 - The Professional Instructor and all students must sign a Contact Zonies waiver form. Forms will be provided upon approval and must be returned before the first day of rental.
 - Professional Instructors not familiar with the premises will be required to meet with the membership director, or their designee, for a mandatory orientation of the site and/or equipment
- For CZ Members:
 - All participants must be current Zonies members
 - "Guests" (non-members) are not allowed to use the field/equipment; violation of this policy can result in losing membership
- Re-Scheduling: To re-schedule a date/time and avoid paying for a missed rental time, please contact the Membership Director at least five (5) days in advance.
- Refunds: *Note: A "confirmed cancellation" is an email to the Renter from the Membership Director*
 - Professional Instructors: A 50% cash refund will be issued for confirmed cancellations received at least one week (7 days) before scheduled date. No refunds are issued for 6 or less days.
 - Members: A 50% refund in Contact Cash will be issued for confirmed cancellations received at least one week (7 days) before scheduled date. No refunds are issued for 6 or less days.

- Weather Cancellations: In the event that weather prevents use of the field/equipment, the renter will be allowed to re-schedule at no additional cost.
- The Renter is legally and financially responsible for damage to the field and/or equipment; to include agility equipment as well as electrical and plumbing, caused by renter or persons under his/her control.
- All events must end by 9 PM.
- The parking lot is shared with the soccer and swim clubs. Parking spaces are open unless otherwise designated.
- The outer fence gate has a combination lock. The code will be provided upon approval. If the gate is open upon arrival and/or when leaving and there are soccer or swim club people on site, leave the gate open/unlocked. The Renter is responsible for locking the outer fence gate if they are the last to leave the property.
- The dog potty area is located in the fenced in gravel area right as you enter Zonies field area. Clean up is required. If a dog is running loose and poops on the agility field, it is to be cleaned up and placed in a bag in the poop receptacle. Please try to avoid your dog relieving himself outside of the dedicated relief area. Immediately clean any equipment that a dog eliminates on.
- The poop receptacle is to be taken out and placed in the alley trash can (south of the parking lot).
- On-site bathrooms are available. A security code will be provided upon approval. The bathrooms are located next to the swimming pool. Access is through the pool gate located next to the outer fence gate.
- If renting agility equipment, the lock combination to the storage unit will be provided upon approval.
- All equipment must be returned to storage in its original location and the lock securely closed on the storage unit.
- For night time rentals, the field lights are to be shut off when exiting. There are two light switches located on the electrical pole on the north-east corner of the field. Do NOT unplug any of the field lights. Please report any electrical/lighting problems.
- Alcohol and/or smoking are prohibited on the premises.
- Dogs are not allowed on the soccer field, pool area, bathrooms, or basketball court area.
- Dogs must be on leash from the parking lot to inside the Zonies field.
- In case of an emergency, the address for the field is: 11424 N. 30th Street, Phoenix, AZ 85028
- The closest emergency vet is VetMed, 20610 N. Cave Creek Rd, Phoenix, 602-697-4694
- Upon approval, a copy of this agreement and all relevant access codes will be sent to the Renter via email. Renter agrees to NOT share the access codes with anyone.
- Mistreatment of dogs is not allowed –see Waiver for details

AGREEMENT:

By signing below, I agree to the terms and conditions above. Approval and revocation of this Request is at the discretion of the Contact Zonies Board.

RENTER Signature (for “CZ Members” only one member needs to sign below)

Print Name	Signature	Date

***Please print and sign this agreement and mail with payment to:
 CZ Membership Director, 2309 E. Acoma Drive, Phoenix, AZ 85022
 Requestors will receive a confirmation email from the Membership Director.
 Questions? Email contactzonies@gmail.com***

For Contact Zonies Use only:

- Approved** (see below for instructions)
- Not Approved** (return the submitted rental fee to the requestor with the reason for denial)

CONTACT ZONIES Signature

Authorized Board Member	Signature	Date

APPROVAL CHECKLIST

1. PROFESSIONAL INSTRUCTOR:

- Add the Renter's approved dates/times to the Zonies Field Rental Calendar.
- Send a copy of this signed agreement to the Renter.
- Send rental fee payment to the Zonies treasurer for deposit.
- Request a copy of the Renter's Certificate of Insurance (COI) as defined in the above rental policies.
- Send Renter an electronic copy of the Contact Zonies waiver agreement with instructions to return all signed forms before the first date of the rental agreement.
- Schedule a time to meet the Professional Instructor either before or on the first day of rental to provide an orientation of the property, review the policies, provide all relevant access codes, and answer any questions.
- Put a copy of this agreement in the "Field Rental" Binder in the filing cabinet (Conex box)

2. CONTACT ZONIES MEMBER:

- Verify that he/she is a current member (i.e. dues are paid in full).
- Add the member's approved dates/times to the Zonies Field Rental Calendar.
- Send the member an approval email with a reminder that all participants MUST be current Zonies members.
- Put a copy of this agreement in the "Field Rental" Binder in the filing cabinet (Conex box)