

Facility Use	1-4 Hours	4-8 Hours	8-12 Hours	12-16 Hours
Entire Facility	\$750	\$950	\$1,150	\$1,325
LWR. Lobby	\$60	\$90	\$120	\$145
Theater *Incl. Stage and Lobby	\$248	\$372	\$500	\$650
Upper Lobby (only)	\$70	\$100	\$130	\$150
Offices Available Oct.-Mar.	\$100	\$200	\$300	\$400

Set-Up Fee

Fewer than 50 People \$86
 More than 50 People \$144

Deposit:
 \$150.00
 \$200.00 (100 or more people)
 \$350.00 - entire facility

Take-Down Fee

Fewer than 50 People \$86
 More than 50 People \$144

Kitchen

Day Use \$100/ Day
 *Includes use of Range

Gymnasium

Gym Rental \$25/ Hour

Tournament Rental \$500/ Day
 *Includes Gym, Track & Lobby

[Redacted]
Rental Agreement
Phone [Redacted]

Name of Organization: [Redacted]

Non-Profit, Tax-Exempt Number _____

Name of Representative _____ [Redacted]

Mailing Address: _____

Daytime Phone: [Redacted] Evening Phone: _____

Nature of Function: EOC Logistics Storage

Date Requested: ^{start date} 3/9/2020 Alternative Date: _____

Time Requested
(Include set-up and clean up) 24/7

Number of People Attending: _____

Equipment Requested 12 Tables / Floor Mats Gym

Room(s) Requested. Please check all that apply.

❖ Theater/Lobby	<input checked="" type="checkbox"/>
❖ Lobby	<input type="checkbox"/>
❖ Gymnasium	<input checked="" type="checkbox"/>
❖ Lobby (downstairs)	<input type="checkbox"/>
❖ Kitchen	<input type="checkbox"/>

*Please attach a description of set-up style requested.

Thank you for choosing [REDACTED] for your upcoming rental. We will assist you in any way to make your event enjoyable for you and your guests. In order to ensure that you and future renters get the best experience possible, we ask that you abide by the following guidelines as a part of your rental agreement.

The following guidelines apply to all rentals:

- ❖ Rental fees are due at the time of reservation, and must be reserved and paid by the hour.
- ❖ Renters will lose their deposits for the following violations: Buildings not **LOCKED UP OR CLEANED** after the event. A \$50.00 fee will be charged for lost keys.
- ❖ Keys need to be returned the next business day before noon.
- ❖ Set-up and clean-up time must be included in the rental cost. We are unable to open the building prior to or later than the hours agreed upon the rental contract.
- ❖ The rental only includes the use of the room and the bathroom facilities. Guests are not permitted to use the services of the building.
- ❖ Catering or DJ equipment must be delivered on the day of the event, and removed at the conclusion of the event. We ask to know in the advance when equipment will be delivered to the center. Small freezer and refrigerator space is available.
- ❖ The renter will be responsible for wiping tables, cleaning spills and trash on the floor, depositing trash in containers provided, and taking trash to the outside dumpster.
- ❖ The rental group is responsible for their guest parking requirements, when the existing parking lot is not sufficient. The group is responsible for making arrangements for additional parking.
- ❖ Alcoholic beverages are prohibited and smoking is not permitted in the building. Pets are not permitted in the building. Rice, confetti, birdseed and glitter are not permitted. We ask that you please refrain from serving red juices or punch at your function.

- ❖ The renter will be responsible for any rule violations or acts committed by members or guests while in the building or on the grounds.
- ❖ The renter will be responsible for damages to the property or building during use. If damage is incurred to the building, equipment or fixtures while renting the space, the renter will be billed for the full cost of the repair. We reserve the right to keep the security deposit and/or deny any future rentals when the renter chooses not to follow policy.
- ❖ For renters that have the building rental fee's waived, you will be responsible for any and all paper products for the kitchen and bathrooms and any cleaning supplies. You will also be responsible for disposing of your own garbage (taking to the landfill).

The user shall be fully responsible for and shall indemnify and hold the City harmless from any damage to objects or property belonging to the [redacted] and for any personal injury incurred during or as a result of such use. The user is responsible for obtaining all permits and licenses necessary for the proposed activities. The user also agrees to abide by the above guidelines and by the scheduled hours of use. [redacted] will not assume responsibility for personal items brought into and left in the facility by the user, guest or subcontractor.

By signing my name below, I signify the information presented above has been explained to me, and I have received an agreement policy stating the guidelines and conditions [redacted] holds renters to, and those expectations of which I seek. I understand that in order to receive the security deposit back, all items outlined in the agreement policy and the contract must be met; and if they are not, the entire deposit amount will be retained by [redacted]


 Renter Signature

3/9/20
 Date

[redacted]
 Employee Signature

3/9/20
 Date

Rental Fee Calculation

Name EOC Corey Nelson Start date -
Rental Date 3/9/2020
Tax exempt number

This worksheet must be completed before a rental agreement can be signed by either party.

Facilities Requested

Theater at \$ 1000.00 week
per hour

Number of Hours _____ = \$ _____

Gym at \$ 1000.00 week
per hour

Number of Hours _____ = \$ _____

Parking lot for cones + staging tent 0 per week

Other fees, if applicable:

- Rental Monitor (Staffing)

\$15 x number of hours _____ = \$ _____

- Set-up/Take-down Fee

Less than 50 people:

\$86.00 (each time) \$ _____

More than 50 people:

\$144.00 (each time) \$ _____

Equipment Rental Fees:

_____ \$ _____
_____ \$ _____

Subtotal \$ 2000.00

Tax (6.5%) \$ _____

Deposit:

\$150 - Room Rental
\$200 - Large Athletic Event (100 or more people)
\$350 - Use of entire facility

Subtotal \$ 2000.00

Deposit \$ waived

Grand Total \$ 2000.00 per week

Additional fees may be incurred for cancellations, changes in rental times, lost keys, additional cleaning and repairs that may exceed security deposit.

For office use only:

Community Group

City Program

Private

Other

Rate: _____

Initials: _____

Hold Until: _____

Deposit: _____

Date: _____

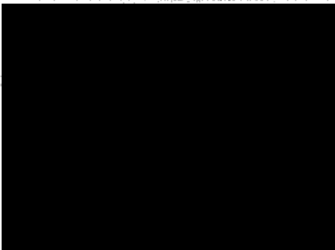

Initials: _____

Payment: _____

Date: _____

Initials: _____

EXAMPLE

Hall Inspection Checklist

Staff, please check list prior to returning deposit!

Name: _____ Date: _____

First Floor Lobby	Yes	No
Has all the trash been collected?		
Are all the tables and chairs put away?		
Is there any damage to property?		
Is the carpet clean and vacuumed?		
Were the doors shut and locked?		
Kitchen		
Has the trash been collected and taken out?		
Have all the counter tops been cleaned?		
Has the range and grill been cleaned?		
Have the pots and pans been cleaned and stored?		
Have the floors been swept and mopped?		
Restrooms		
Has all of the trash been collected?		
Have the floors been swept?		
Have the counters and sinks been cleaned?		
Have the toilets and urinals been cleaned?		
Gym		
Has the basketball court been swept?		
Have all the basketballs and volleyballs been stored?		
Have all Gym doors been locked?		
Lobbies		
Has all the trash been collected?		
All of the tables and chairs put away?		
Is the carpet clean and vacuumed?		
Were the doors and windows shut and locked?		
Theater		
Has all the trash been collected?		
Table and chairs put away?		
Carpets clean and vacuumed?		
Windows and doors locked?		
Walking Track		
Has the walking track been swept?		
Were the doors and windows shut and locked?		