

SENIOR CITIZENS' COMMUNITY CENTER, INC. ~ RENTAL CONTRACT

NAME OF ORGANIZATION _____
 IDENTIFICATION FOR NON-PROFITS _____
 PERSON MAKING REQUEST _____
 ADDRESS _____ PHONE _____
 DATE (S) REQUESTED _____ TYPE OF PROGRAM _____
 DAY OF THE WEEK _____
 TIME OF ARRIVAL _____ TIME OF DEPARTURE _____ TOTAL HOURS _____

➤ \$ _____ **DAMAGE** deposit will be required. **MUST BE IN CASH.** It is not part of rental fee. **If there is any theft, breakage, damage. Etc., to Center property and/or equipment (beyond that of normal use) the deposit will be forfeited. Up to 4 hrs \$250.00. 4 hrs to 8 hours \$400.00. Over 8 hrs \$500.00.**

TOTAL HRS		DATE		BALANCE	=
X \$70.00 PER HR.	=	PYMT	-	RECEIPT #	
X 6% TAX	=	BALANCE	=	DATE	
CARPET FEE (REQUIRED)	+ \$35.00	RECEIPT #		PYMT	-
TOTAL COST	=	DATE		BALANCE	=
		PYMT	-	RECEIPT #	
1 ST 2 HRS (NO REFUND)	- \$148.40	BALANCE	=	(TELL VALISA)	
BALANCE	=	RECEIPT #		DAMAGE DEPOSIT	
DATE		DATE	-	DATE	
RECEIPT #		PYMT	-	RECEIPT	
NOTES AND COMMENTS					

IT IS UNDERSTOOD

_____ A **NON-REFUNDABLE** deposit will be required to reserve date(s) requested.
 _____ **NO SMOKING OR CHANGING OF THE THERMOSTAT** in the building or you may lose your deposit.
 _____ Person who signs the agreement **MUST** be the person who **CHECKS IN AND OUT** and must be able to speak and understand English (or have an interpreter) or possibly lose some or all of the damage deposit.
 _____ **NO OPEN FLAMES** of any type, except on decorative cakes and sterno chaffing dish, shall be permitted.

- Reservations are handled on a first-come, first-serve basis.
- **Rental time includes decorating, setup, and clean up.** If rental closure exceeds the departure time designated on the rental contract, the security deposit will be used to cover this additional expense. The additional time will be prorated at a charge of **\$148.40** per hour with a one hour minimum.
- A rental is considered continuous if there is no break in the hours of use. These fees will be deducted from the security deposit and/or billed to the renter if the security deposit has been exhausted.
- Building will be opened and closed by a Center staff person.
- Some decorating is permitted with the advance approval of the Executive Director. No decorations may be used that will cause damage to the walls, ceilings, or any area of the room. All decorations shall be completely removed from the premises at the end of the contracted rental time.
- Renters are only permitted to use the areas designated in the written contract of application. All children shall be supervised at all times and remain with the user group. Minors must remain in the rented facility and shall not be allowed to roam unsupervised throughout the facility.
- The building shall be left in reasonable order. Tables should be arranged in the same order as when you arrived, cleaned and wiped off. All trash is to taken to the container located west of the building.
- The remainder of the fees are due **ONE MONTH** (30 days) prior to the rental. Once paid, are **Non-Refundable**.

If the Office Staff is satisfied with the condition of the building, your deposit will be returned to you **THE WEDNESDAY AFTER YOUR EVENT.** Please call or come in between 9am – 11:45am **OR** 1pm – 4pm

Our **ELECTRICAL OUTLETS** are 110 NOT 220

- There will be a \$250.00 charge per occurrence for connecting to the circuit breaker
- There will be a \$50.00 charge per occurrence for each cigarette burn in the carpet
- There will be a \$25.00 charge per occurrence for each incident of gum on the floor or carpet (\$50.00 if you attempt to clean it off the carpet)

RESERVATIONS AND INFORMATION CONTACT WAYNE, SARAH OR VALISA AT 522-4357

FACILITY RENTAL FEE SCHEDULE

INDIVIDUALS, COMPANIES & CORPORATIONS

- \$70.00 per hour **plus tax** (\$74.20)
- **\$148.40 NON-REFUNDABLE deposit** to reserve date(s) requested (pays for first two (2) hours).
- Remainder of use fee to be paid at least **ONE MONTH** (30) days prior to using the facility.
- Sales tax will be charged (unless tax exempt – must have tax exempt #).

NON-PROFIT & RELIGIOUS ORGANIZATIONS

- \$40.00 per hour plus tax (\$42.40)
- ½ of total fee as **NON-REFUNDABLE** deposit to reserve date(s) requested
- Remainder of use fee to be paid at least **ONE MONTH** (30) days prior to using the facility
- Sales tax will be charged (unless tax exempt – must have tax exempt #).

UNITED WAY MEMBER AGENCIES

- \$40.00 per hour plus tax (\$42.40).
- ½ of total fee as **NON-REFUNDABLE** deposit to reserve date(s) requested.
- Remainder of use fee to be paid at least **ONE MONTH** (30) days prior to using the facility.
- Sales tax will be charged (unless tax exempt – must have tax exempt #).

SENIOR CENTER MEMBERS

- SENIOR MUST BE AN ACTIVE MEMBER IN GOOD STANDING -NO FEE WILL BE CHARGED. (An “Active Member in Good Standing” is a member who has been attending any program weekly or monthly for the past year).
- A DONATION TO THE CENTER IS SUGGESTED IN ORDER TO PAY FOR CLEAN UP.

BELOW ARE SOME, BUT NOT ALL ITEMS YOU WILL BE CHARGED FOR

- Late in checking out Connecting to the circuit breakers Burns in carpet
- Gum, frosting, stains on carpet **ANY DAMAGE** to the building, tables, fixtures, etc. or vans
- Trash bags **NOT** replaced Changing of Thermostat
- **DOWNSTAIRS** is strictly **OFF LIMITS**

I AGREE TO THE ABOVE TERM AND CONDITIONS

SIGNATURE _____ DATE _____