

## RENTAL/LEASE CONTRACT

Date: \_\_\_\_\_

Name of Lessee: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

-----  
Room: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Date of Event: \_\_\_\_\_ # Of People: \_\_\_\_\_

Set-Up Format:

\_\_\_\_\_  
\_\_\_\_\_

-----  
Recreation Staff (Who Booked Event): \_\_\_\_\_

Amount of Rental: \$ \_\_\_\_\_ (From Worksheet Attached)

\_\_\_\_\_  
Signature of Lessee (person booking event)

\_\_\_\_\_  
Date

**RENTAL FEES/CHARGES:**

Facility Name: Valley Community Center

Rental Categories:

- A. **Community Service:** Community service organizations, civic groups, etc..., who are not collecting nor charging fees and whose goals and objectives do not conflict with those of the Department.
- B. **Non-Profit/Private Groups:** Individuals or groups renting the facility for a private, non-profit activity, which is not open to the public.
- C. **Non-Profit Fund Raising:** Organizations that have a non-profit tax status (501-C3 letter of proof must be provided), renting the facility for the purpose of raising funds to promote their organization. Examples: charities, schools, leisure service groups, etc...
- D. **Commercial:** Any rental by a profit motivated individual or organization whose rental activity either directly or indirectly promotes their profit making cause. This includes activities that directly generate funds through admission fees, sales, promotions, registration fees, etc...

**Seating Capacity:**

- Mayor John H Hood Room 50
- Bruce Gray Sr. Room 50
- Mayor John H Hood Room & Bruce Gray Sr. Room 100
- Mayor Bobby L Crowder Room 150

**Rates:** All rates are per hour.

| Designated Room                                  | Facility Rental Categories       |                                  |                                  |                                   |
|--|----------------------------------|----------------------------------|----------------------------------|-----------------------------------|
|  | A                                | B                                | C                                | D                                 |
| Mayor John H Hood <i>OR</i> Bruce Gray Sr. Room  | <input type="checkbox"/> \$25.00 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$60.00  |
| Mayor John H Hood <i>AND</i> Bruce Gray Sr. Room | <input type="checkbox"/> \$40.00 | <input type="checkbox"/> \$60.00 | <input type="checkbox"/> \$60.00 | <input type="checkbox"/> \$80.00  |
| Mayor Bobby L Crowder Room                       | <input type="checkbox"/> \$55.00 | <input type="checkbox"/> \$80.00 | <input type="checkbox"/> \$80.00 | <input type="checkbox"/> \$100.00 |
| Janitorial Charge                                | \$                               | \$                               | \$                               | \$                                |
| Set-Up Charge                                    | \$                               | \$                               | \$                               | \$                                |
| Concession                                       | \$                               | \$                               | \$                               | \$                                |
| Additional Holiday Fee                           | \$                               | \$                               | \$                               | \$                                |

Note: All groups sponsored or co-sponsored by the "CITY" pay no fee.

\*\*We do not provide tablecloths.

| Other Equipment Available For Rent:         |    |   |      |
|---|----|---|------|
| <input type="checkbox"/> Podium             | \$ | <input type="checkbox"/> TV and/or DVD (or VCR) | \$   |
| <input type="checkbox"/> Podium w/Mic.      | \$ | <input type="checkbox"/> Portable Stage         | \$   |
| <input type="checkbox"/> Sound System       | \$ | <input type="checkbox"/> Tables                 | # \$ |
| <input type="checkbox"/> Overhead Projector | \$ | <input type="checkbox"/> Chairs                 | # \$ |
| <input type="checkbox"/> PA System          | \$ | <input type="checkbox"/>                        | \$   |

**RENTAL FEES/CHARGES:**

Facility Name: Valley Community Center

Designated Area: Community Room (Gymnasium)

| # | Category  | Charges Per Day | Concession Area                  |
|---|---|-----------------|----------------------------------|
| 1 | <input type="checkbox"/> Community Service        | \$500.00        | <input type="checkbox"/> \$50.00 |
| 2 | <input type="checkbox"/> Non-Profit/Private Group | \$1,000.00      | <input type="checkbox"/> \$50.00 |
| 3 | <input type="checkbox"/> Non-Profit Fundraising   | \$500.00        | <input type="checkbox"/> \$50.00 |
| 4 | <input type="checkbox"/> Commercial               | \$1,000.00      | <input type="checkbox"/> \$50.00 |
| 5 | <input type="checkbox"/> After Hours Fee          | \$              | <input type="checkbox"/> \$      |
| 6 | Janitorial Charge                                 | \$              | \$                               |
| 7 | Set-Up Charge                                     | \$              | \$                               |
| 8 | Additional Holiday Fee                            | \$              | \$                               |

- Community Service and Non-Profit Fundraising Groups pay a cost of \$500.00 and are responsible for helping with set-up, take down, and cleanup of the rooms used.
- All groups sponsored or co-sponsored by the "CITY" pay no fee.
- Non-Profit or Private and Commercial Groups are responsible for additional charges on request of listed items below.

**Other Equipment Available For Rent: \$10.00 Each per Day.**

\*\*We do not provide tablecloths.

| Equipment   | Additional Information, Etc...  | Cost      |
|---|---------------------------------|-----------|
| <input type="checkbox"/> TV/DVD (or VCR)          | -----                           | \$        |
| <input type="checkbox"/> Podium                   | <input type="checkbox"/> w/Mic. | \$        |
| <input type="checkbox"/> Tables                   | #                               | \$        |
| <input type="checkbox"/> Chairs                   | #                               | \$        |
| <input type="checkbox"/> Overhead Projector       | -----                           | \$        |
| <input type="checkbox"/> Sound System             | -----                           | \$        |
| <input type="checkbox"/> Basketballs              | #                               | \$        |
| <input type="checkbox"/> Volleyball Standards     | -----                           | \$        |
| <input type="checkbox"/> Volleyballs              | #                               | \$        |
| <input type="checkbox"/> Portable Stage           | # Days                          | \$        |
| <input type="checkbox"/> PA System<br>(\$150/Day) | # Days                          | \$        |
| <input type="checkbox"/>                          |                                 | \$        |
| List any other equipment here.                    |                                 |           |
| <b>Total Amount Due</b>                           |                                 | <b>\$</b> |

## RENTAL AGREEMENT

THIS AGREEMENT executed as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the CITY OF VALLEY COMMUNITY CENTER hereinafter referred to as the "CITY" of the first part and:

Name: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Hereinafter called "USER" of the second part.

WITNESSETH: For and in consideration of the sum of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_) paid in advance the "CITY" agrees that "USER" shall have the use of the \_\_\_\_\_ area for only the time and purpose as specified in writing (copy attached) and shall be hereinafter stated upon the following terms and conditions:

1. "USER" shall use designated section of facility only for the purpose as specified by the attached written request and subject to all rules and regulations of the CITY OF VALLEY COMMUNITY CENTER.
2. Day and time of said use shall be the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, from \_\_\_\_\_ [ ] am [ ] pm to \_\_\_\_\_ [ ] am [ ] pm which shall be called "BOOKING DATE."
3. In the event the booking is cancelled by "USER" more that twenty-four (24) hours in advance of booking date "CITY" will refund the payment to "USER." However, if "USER" shall cancel booking within twenty-four (24) hours of the booking date, the payment shall be forfeited to the "CITY." Allow two weeks for refund.
4. The "CITY" agrees to furnish general lighting from the permanent fixtures, outlets and equipment in the facility; heat and air conditioning; water for normal use as now installed in the facility – however, failure to furnish any of the foregoing resulting from circumstances beyond the control of the "CITY" shall not be considered a breach of the agreement. The "CITY" reserves the right to eliminate from the fixtures supplied by it and specific terms such as lighting, sound systems, musical instrument(s), etc... The "CITY" reserves the right to approve any and all equipment to be furnished, installed or used by "USER" and any such additional equipment authorized and used by "USER" shall be removed immediately at the termination of "USER'S" booking date.
5. "USER" shall at "USER'S" expense provide, if required, [ ] Fire Marshall and/or [ ] Policeman to provide adequate protection to persons and property. "USER" shall pay same at \$ \_\_\_\_\_ per hour.
6. "USER." At the termination of booking date shall return premises and all furniture, props, equipment and fixtures used in connection therewith to the "CITY" in as good condition as when turned over to "USER" – normal wear and tear expected. "USER" assumes all risk of damage to, and loss by theft or otherwise of building fixtures, appliances, and property of the "USER" or the "USER'S" exhibitors, contestants, and those contracting with "USER" as well as employees thereof, and the "CITY" is hereby expressly released and discharged from any liability for any such loss.

7. The "CITY" will not be responsible for protection of "USER'S" property on the premises against loss by fire, theft, accident or other cause. In the event the "USER" desires to have the "USER'S" property on the premises insured against loss by fire or otherwise, "USER" shall obtain such insurance at "USER'S" expense.
8. The "USER" shall not have the right to assign this agreement or any rights hereunder nor to sublet said premises without the prior consent of the "CITY."
9. The "CITY" specifically reserves any and all concessions, including ice cream, food, and programs. "USER" may be allowed privilege of same by paying a use fee of \$\_\_\_\_\_ and is limited to the sale of \_\_\_\_\_.
10. The "CITY" reserves all radio and television broadcast rights with no exceptions unless by written permission by the "CITY."
11. "USER" agrees that his performers, agents, participants and employees shall not conduct themselves so as to cause hazardous situations. No souvenirs or items that lend themselves to being thrown shall be sold.
12. Music or program to stop fifteen (15) minutes before expiration time of contract. Facility must be cleared when contract expires or an additional rental fee will apply.
13. The sale or consumption of alcoholic beverages on premises is strictly prohibited.
14. Fire and safety regulations shall be observed.
15. Time is of the essence of this agreement.
16. It is understood that all persons taking part in the rental event want to do so at their own risk, and that the undersigned "USER" shall be liable for all damages and that all parties to this agreement shall be subject to all the rules and regulations of the CITY OF VALLEY COMMUNITY CENTER.

IN CONSIDERATION of accepting the request, I waive and release any and all rights and claims for damages I may have against the CITY OF VALLEY, its representatives or assigns for any and all injuries and loss of property suffered by me or my group while using the requested facility unless such injury is caused by the act of negligence of the CITY OF VALLEY or its employees or agents. The undersigned does further agree to indemnify and hold harmless the CITY OF VALLEY from all damages, losses, lawsuits and expenses of any kind and nature including attorney's fees which arrive out of the use of the rental facility during the rental period.

\_\_\_\_\_  
"USER" \_\_\_\_\_  
DATE

Street: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**CITY OF VALLEY COMMUNITY CENTER**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL TERMS:**

NO individual may be turned away from or otherwise discriminated against in providing programs sponsored by the above named organization because of race, sex, age, color, or creed. Violation of this will be grounds for immediate withdrawal of facility use privileges.

**USE POLICY:**

1. It is the policy of the CITY OF VALLEY COMMUNITY CENTER that the facility exists primarily for the delivery of leisure services to the community.
2. Facility will be available for rent by the general public when not in use by the "CITY."
3. "USER" must be twenty-one (21) years or older.
4. All reservations must be made in person.
5. Reservation time will include set-up and clean-up time.
6. The "CITY" reserves the right to reject rental requests which conflict or compete with any departmental sponsored or co-sponsored activities.
7. All rental activities must be held within normal facility hours of operation unless approved in advance by the "CITY" and recorded in the rental agreement.
8. "USER" assumes responsibility for all arrangements and liability for any damages.
9. Complete details on planned use of facility must be submitted in the written agreement prior to execution.
10. All special needs or requests, specific set-up requirements, etc... must be made and included in the written agreement prior to execution.
11. Additional fees will be due for holiday rentals and after hour rentals.
12. "USER" is responsible for competent adult supervision, clean-up and building security before, during and after the event.
13. Rental fees will be charged according to the following rental categories: (fees subject to change)

**FACILITY RENTAL CATEGORIES:**

- A. COMMUNITY SERVICE – Community service organizations, civic groups, etc... who are not collecting/charging fees and whose goals and objectives so do not conflict with those of the "CITY."
- B. NON-PROFIT PRIVATE GROUPS – Individuals or groups renting the facility for a private non-profit activity which is not open to the public.

***A DEPARTMENT EMPLOYEE WILL BE ON DUTY IN CASE OF EMERGENCIES***