

# Rental Agreement Form

## Neola Area Community Center

---

Date of Application \_\_\_\_\_

Requested day \_\_\_\_\_ Sun M T W Th F Sat (circle one)

Time of Arrival \_\_\_\_\_ am/pm Departure \_\_\_\_\_ am/pm Total Hours \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Name of Organization \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Will refreshments/food be served? ☐ Yes ☐ No Alcohol? Yes ☐ No ☐

Will kitchen be used? ☐ Yes ☐ No If so, are you planning on cooking? ☐ Yes ☐ No

How did you hear about the NACC? \_\_\_\_\_

### SPACE REQUESTED

- |  |  |
|--|--|
| <input type="checkbox"/> Conference Room                             | <input type="checkbox"/> Arts & Crafts Room    |
| <input type="checkbox"/> Multi-Purpose Room (up to 120 people)       | <input type="checkbox"/> Kitchen – for cooking |
| <input type="checkbox"/> Half – Multi Purpose Room (up to 60 people) | <input type="checkbox"/> NACC Gym              |

### Rental Spaces and Hourly Rates

<u>Space</u>	<u>Hourly Rate</u>	<u>Civic Rate</u>
Conference Room	\$25	\$20
½ Multi-Purpose	\$50	\$30
Multi-Purpose	\$100	\$50
Gym (After hours)	\$75	\$40
Arts and Crafts	\$25	\$20
Kitchen (for cooking)	\$25	\$20

### Rental Group Categories:

Standard Hourly Rental: Individuals or groups not intent on making a profit or charging a fee or seeking donations. Such as showers, birthday or graduation parties.

Civic Rental: Non-profit groups, civic organizations, government units, etc. whose usage is not intent on making a profit, charging a fee or seeking donations. Such as church groups, scouts, 4-H or other organizations.

Commercial: commercial enterprise of any nature. Individual or business using the center rental space as a for profit venture. Temporary store front, charging fees for goods or services. See management for rental fee quote.

- Rental rates include the use of kitchen counters, outlets and refrigerator.
- The kitchen fee will be assessed if you plan on cooking in the kitchen.
- All requests are on a first come, first serve basis. A \$100 security deposit is required with the application paperwork. Additional deposit may be required, depending on the nature of the rental.
- All fees apply to normal operating hours. Rentals must end one half hour before closing. Additional fee of \$20.00 per hour will be assessed if facility must be open after operating hours. This fee pays for NACC staff.
- Any custodial service required over and above normal clean-up for comm. center staff will be charged at the rate of \$20.00 per hour to the individual who booked the rental. You are required to leave the premises in a clean and organized manner.

#### ROOM RENTAL POLICIES

1. Nicola Area Community Center sponsored activities shall have priority in all areas of the facility.
2. Facility rental applications must be submitted/mailed to the Community Center prior to participants rental.
3. All facility and rental requests must be made a minimum of two weeks in advance. If less than two weeks the deposit must be a cash deposit.
4. You must check in at the front desk upon arrival and rental payment will be required once your rental is complete.
5. Nicola Area Community Center will not be responsible for lost or stolen items.
6. All materials/decoration brought in for your booked event must be removed.
7. All kitchen counters, stove tops and sinks must be cleaned and wiped dry. The kitchen floor should be left clean.
8. All trash and garbage must be placed in appropriate containers.
9. Groups with youth under the age of 18 must have one adult over 21 for every 10 youth. Any group, which does not have adequate supervision or fails to maintain discipline, will be asked to leave the Community Center.
10. Persons applying for a room rental must be 21 years of age.
11. Proof of liability insurance may be required by the Nicola Area Community Center.
12. No individuals or groups may use the Nicola Area Community Center with the purpose of private monetary gain or fundraising without the special permission from the NACC Board of Directors.
13. Any individuals or organizations signing this Rental Application will be responsible for any missing or damaged items and will also be responsible for any damage done to the building during the date reserved. The cost will be deducted first from the deposit fee, and any damages in excess of the deposit fee will then have to be paid by the individual or organization, within 30 days.
14. Alcoholic beverages are permitted, but must be approved by the Board of Directors prior to the scheduled event. A \$150.00 deposit is required for alcohol on the premises.  
A liquor license and proof of \$1,000,000 Duan Shop Insurance is required when serving alcoholic beverages.
15. Cancellation Notice: Please notify the Nicola Area Community Center as soon as possible if the rental/event you scheduled has been cancelled or postponed. At least 24 hours notice is preferred.

**Smoking is not allowed at any time in the Nicola Area Community Center Facility.**

★ ★ ★ ★ ★

I have read the Nicola Area Community Center's policies and agree to abide by them or risk forfeiture of our room rental and/or security deposit. A \$100 deposit check or money order is attached (please make checks payable to the Nicola Area Community Center). The deposit will be credited to your bill once the facility has been thoroughly checked by staff and deemed left in the condition it was received. Applicant hereby agrees to indemnify and hold harmless the Nicola Area Community Center, its officers, directors, employees, and volunteers, and defend against all claims brought or actions filed, for any and all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees, and against all liability, losses, and damages of any nature whatsoever, including but not limited to property damage and personal injury, including death resulting at anytime there from, arising from any act of negligence, either active or passive, of the Applicant or any person acting on or with his/her/its behalf or consent in connection with the activities sponsored by Applicant on Nicola Area Community Center property, or resulting from the use of the Nicola Area Community Center equipment, as authorized pursuant to this agreement.

Signature of Applicant (Applicant must be 21 years of age)

Date

#### OFFICE USE ONLY

Date Deposit Paid \_\_\_\_\_

Rental Categories and Hourly Rates

Room Fee (hrs) X \$ \_\_\_\_\_ Per hr = \$ \_\_\_\_\_

Rental Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Space Requested \_\_\_\_\_

Kitchen Use \_\_\_\_\_

Special Equipment \_\_\_\_\_

Other Charges \_\_\_\_\_

04/11/2018

Total Charges \$ \_\_\_\_\_