

# Richmond Community Center FACILITY RENTAL AGREEMENT

- **Date of Rental:** \_\_\_\_\_ • **Type of Activity:** \_\_\_\_\_
- **I would like to rent the Community Center from:** \_\_\_\_\_ **AM/PM to** \_\_\_\_\_ **AM/PM**  
*(NOTE: This is the time you enter the building to the time you leave. Please give yourself adequate time to set up and clean up.)*
- **Estimated Attendance:** \_\_\_\_\_ • **List recurring meeting dates:** \_\_\_\_\_

ROOM REQUESTED:	CAPACITY:	HOURLY FEE:
<input type="checkbox"/> Full Building	Seated Capacity: 100 people	\$50/hour
<input type="checkbox"/> Large Side	Seated Capacity: 60 people	\$30/hour
<input type="checkbox"/> Small Side	Seated Capacity: 40 people	\$20/hour
<input type="checkbox"/> Kitchen		\$15 flat fee

## ROOM SETUP REQUIREMENTS:

- |  |   |
|--|---|
| <p><b>Seating:</b></p> <p><input type="checkbox"/> 80" round tables (Qty available-10): _____</p> <p><input type="checkbox"/> 6' rectangle tables (Qty available-9): _____</p> | <p><b>Food/Gift Tables:</b></p> <p><input type="checkbox"/> 6' rectangle tables (Qty available-9): _____</p> <p><input type="checkbox"/> 8' rectangle tables (Qty available-4): _____</p> |
|--|---|

- Setup Options:**
- Standard Set Up: 8 chairs per 80" round table, 2-8' food tables, 1-6' drink table, 2 6' gift tables
- I would like a customized set-up (please attach completed room layout form)

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

I have received a copy of the rental policies and procedures and agree to the conditions listed.

Signature of Applicant: \_\_\_\_\_

## FOR OFFICE USE ONLY:

Staff taking reservation: _____	<input type="checkbox"/> Deposit Collected	Cash/Check: _____
<input type="checkbox"/> Copy given to renter	<input type="checkbox"/> Application Approved	Balance Due Date: _____

Rental Fee (Rate x Time Needed) : \_\_\_\_\_

<input type="checkbox"/> Balance Paid?	Cash/Check: _____	<input type="checkbox"/> Deposit Returned
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Comments: \_\_\_\_\_

# Richmond Community Center

## POLICIES AND PROCEDURES

- The Room Rental Agreement must be completed in advance and accompany signed policies and procedures form before reservation will be secured.
- Reservation deposit is non-refundable for cancellations.
- The following must be submitted or confirmed one month prior to the rental:
  - Rental times
  - Number of guests attending
  - Balance of rental paid in full
- NO Alcohol of any kind permitted inside the Community Center.
- Doors will remain locked until 15 minutes prior to rental time. Please do not arrive earlier than your rental time; an extra fee will be charged.
- Decorations CANNOT be pinned, taped or otherwise affixed to the walls, ceiling, windows or tables.
- Use of Glitter or other Graffiti type decorations on floors and tables is discouraged. It is the renters responsibility to remove ALL remaining partials from the tables, chairs and floor.
- Please do not put any type of substances (baby powder, floor wax, or any other substance) on the floor to improve dancing.
- Use of candles is prohibited.
- Tables and Chairs are to be taken down and placed neatly against walls, floors will be swept and mopped before leaving the building.
- Renter is responsible of removal of their trash to the outside dumpsters.
- Children must be supervised at all times. Children are not permitted to enter rooms not contracted on rental agreement. Children may not play with the drinking fountain.
- Applicant is responsible for all damages incurred to the facility during the rental. Pending no damages to the room or facility and no violation of the contract, the deposit will be refunded within 14 business days after the rental. Refund will be mailed to the address on the contract. If damages exceed the deposit amount, renter will be billed.
- Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shut down.
- Smoking is not permitted anywhere inside the building.
- Occupancy of the rental area later than stated on the contract will result in additional fees. These fees will be deducted from the deposit or assessed to the renter. All persons must be exited from the room by the contracted time. This includes guests, contracted services and renter. Rentals must be completed by 10:00 pm.
- All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time. Neither the City of Richmond, nor their employees can be held responsible for any item left at the facility by either the renter or persons/ companies providing the service and/or equipment for the rental party. Items for functions cannot be stored overnight.

# Richmond Community Center POLICIES AND PROCEDURES

- The undersigned hereby assumes personal and individual liability of himself and on behalf of Applicant for any damages to the facility or equipment occurring through or during the occupancy or use of the facility by the Applicant. The undersigned will leave the facility in a condition as good as, or better than, originally found. The undersigned personally and individually on behalf of the applicant accepts liability for all repairs to the facility and/or repair or replacement of any equipment in the event of damage.
- In the event that you and/or your guests are unable to adhere to the above stated guidelines, you will be charged additional rental fee and/or asked to vacate the premises by the facility staff and/or the City of Richmond Police Department. By signing below, the applicant acknowledges that he/she is responsible for ensuring that all guests adhere to the above rules and will provide payment for the use of the facility by the assigned date.
- I/We \_\_\_\_\_ agree to defend, indemnify and hold harmless the City of Richmond, its elected or appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as "City") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted claimed or recovered against or from the City of Richmond by reason of any damage property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract, excepting however, claims arising from the sole and unequivocal negligence of the City.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_