

Richmond Community Center Non-Profit Building Usage Agreement

Building Usage Agreement

No Alcohol permitted

Date of Rental: _____ Type of Activity: _____

Rental start time (time entering the building): _____ Exit time (leaving building): _____

Estimated Attendance: _____

List reoccurring meeting dates: _____

Applicant Information

Name or Organization Contact: _____

Address: _____ City/Zip _____

Contact Phone number: _____

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

Signature of Applicant: _____ Date: _____

- Building Usage Agreement must be completed in advance and accompany signed policies and procedures form before reservation will be secured.
- NO Alcohol of any kind permitted inside the Community Center.
- 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.
- Use of candles is prohibited.
- Chairs are to be taken down and are to be collapsed and placed on top of each table . Floors will be swept and mopped before leaving the building. If you choose to have the room set up for your meetings, there will be a \$25.00 charge for each date listed. In the event the floors are not swept/mopped there is an additional \$25.00 charge added
- Renter is responsible for the removal of their trash to the outside dumpsters. Black cans are to be utilized ONLY if needed. The large grey container (30 gallon) in the kitchen is to be used. If the small black containers are used, they are also to be emptied completely and (13 Gallon) bags **MUST** be replaced by organization.
- Applicant is responsible for all damages incurred to the facility during the rental.
- Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result event being shut down.
- Smoking is not permitted anywhere inside the building.

- 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.
- The undersigned hereby assumes personal and individual liability for 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 to 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. By entering into this agreement, the City does not waive any defenses it would otherwise have, including but not limited to, governmental immunity.

Signature of Applicant _____ Date _____

Printed Name _____

For Office Use Only:

Staff taking reservation: _____ Housekeeping Deposit Collected: _____ Cash/Check: _____

Copy of application given to renter: _____ Approved by Recreation Director: _____

Comments: _____
