

Youth & Family Center Facility Rental Agreement



1. The Youth and Family Center only accepts payments via credit card, debit card or certified check. All Checks should be made payable to the Youth and Family Center.
2. A 50% deposit is required to secure all rental dates. **DEPOSITS ARE NON-REFUNDABLE** and due at the time of reservation. Deposits will be applied to the total amount due.
3. A photocopy of individual renting The Youth & Family Center ID is required to be on file for rentals.
4. Individual/organization/group/sponsor will be financially responsible for any and all damages to the building/contents/premises that results from its use of the facility, including property damage, structural damage, and personal injury by individual/organization/group/sponsor, its employees or guests which occur in the course of use of the building/premises during the rental period.
5. A Credit Card is required and will be held on file, to cover damages that may occur during the event.
6. This is a non-transferable agreement and must be used by the name of the individual, organization, or agency completing this application.
1. Applicant renting the facility must be present during the entire rental period.
2. The individual, organization, and/or agency named in this agreement shall comply with all applicable local and state ordinances and laws.
3. All outside entertainment and vendors must be pre-approved. The Youth and Family Center holds the right to deny access to any vendor or entertainment deemed unacceptable. The renter is required to supply a list of vendors, along with a description of the service being provided, to The Youth and Family Center a minimum of two weeks prior to the event.
4. The Youth and Family Center reserves the right to refuse admittance to any person or persons or to eject any person or persons who may cause or may reasonably be expected to cause harm or damage to any person or thing.
5. Facilities are available to people of all abilities. Renter may not exclude anyone from participation or subject anyone to discrimination based on race, religion, color, national origin or disability.
6. The Youth & Family Center reserves the right to cancel the request for the use of the facility. The Youth & Family Center will notify the contact person (s) listed on application. If, The Youth & Family Center cancels your event due to inclement weather, your deposit will be refunded.
7. The Youth & Family Center should be left in the condition in which it was found. Tables and chairs set up by your group must be taken down and returned to their proper storage location.
8. Any accidents occurring on the property during the rental period must be immediately reported to the Supervisor on Duty.
9. The Youth and Family Center will not be responsible for the loss or damage of any personal property.
10. Decorations requiring tape, wax, glue, nails, screws and/or bolts are prohibited. Temporary sticky putty may be used to hang decorations on the wall.
11. Renters may use the warmer, sink, and ice machine. Use of the refrigerator, stove and/or oven is prohibited.
12. No loitering in the parking lot.
13. Consumption or possession of alcohol is not permitted at The Youth & Family Center.
14. The Youth & Family Center is a non-smoking facility.
15. Firearms are not prohibited on or in Youth and Family Center property.
16. Rental of the Youth & Family Center is prohibited after 10 PM and will not be approved.
17. The Youth and Family Center, at its sole discretion, may mandate that additional security personnel are assigned to your event, which may involve additional fees over and above your facility rental fee.
18. The Youth and Family Center reserves the right to require a Certificate of Insurance with the Youth and Family Center listed as an additional insured. The Youth and Family Center reserves the right to set coverage limits on said Certificate of Insurance.
19. Renter shall not use the name of The Youth and Family Center, any trade name, service mark, trademarks, acronym or logo of The Youth and Family Center in any publicity releases, advertising or any other publication without prior written permission.
20. The following disclaimer must be included on all marketing materials in which The Youth and Family Center is mentioned: "The Youth and Family Center do not endorse any political candidate".
21. The Youth and Family Center and its logo cannot be used as a part of any group, political campaign or political endorsement as a result of a rental agreement.
22. No political signage is permitted on the grounds of The Youth and Family Center.
23. If Police and/or Fire Department are called for any reason additional fees may apply.

Rental Fees

Dining Room + Meeting Rm A + Meeting Rm B	\$400/ 2 hr.
Dining Room without kitchen	\$250/hr.
Dining Room with kitchen	\$300/hr.
Dining + Meeting Room B	\$325/hr.
Meeting Room A	\$100/hr.
Meeting Room B	\$125/hr.
Gym	\$750/2 hr.
Maintenance Staff fee	\$15/hr.

I/We understand and agree that neither The Youth & Family Center, Directors, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that I/we alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

I/We release The Youth & Family Center, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while renting the facility. I/We further agree to save and hold harmless The Youth & Family Center, its Directors, employees, agents, or representatives from any claim arising out of or participation in any form or fashion from renting the facility.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

The Organization shall fully indemnify, defend, and hold harmless the Youth and Family Center, its employees, officers and directors from and against all liabilities, claims, obligations, settlements, demands, losses, damages, fines, charges, penalties, administrative and judicial proceedings and orders, judgments, and the costs and expenses incurred in connection therewith, including without limitation reasonable attorneys' fees and costs of defense, whether or not involving a third party claim, which arise out of, relate to, or result from the Organization's use of the Youth and Family Center Premises. Upon request of the Youth and Family Center, the Organization shall provide general liability insurance in an amount specified by the Center sufficient to cover any risk of property damage or bodily injury.

I/We have executed The Youth & Family Center Usage and Hold Harmless Agreement this _____ day
of _____, 20_____.

Organization Name _____

Signature: _____ Title: _____

Thank you for considering hosting your event at The Youth and Family Center.

Applicant: _____ Date Application Submitted: _____

Name of contact person: _____ Phone: _____

Address: _____

City/State/Zip: _____

Type of Event: _____

Date of Event: _____

Check all that apply:

one-time event reoccurring event Ticketed event Invite only event

Open to the general public

Will food be served? Yes No Expected number of participants: _____

Areas to be used: Dining Room Kitchen Room A Room B Gym

Setup time for event: _____

Start of event: _____

End of event: _____

(For office use only)

Money Orders payable to: The Youth & Family Center

Per day/night: \$ _____ Per hour: \$ _____ One-time Cost: \$ _____

Total Due: \$ _____

Deposit Due: \$ _____

Remaining Balance Due: \$ _____

Deposit paid on : _____ Remaining paid on: _____

Application: Approved Denied

Director Signature: _____ Date _____

Notes: