

MEADE BRECK COMMUNITY CENTER

FACILITY RENTAL AGREEMENT

DATES OF RENTAL: _____ TIME: FROM _____ TO _____

RENTER'S NAME: _____

ADDRESS: _____

PHONE: HOME: _____ CELL: _____

PURPOSE OF RENTAL: _____

BY SIGNING THIS AGREEMENT, THE RENTER AGREES TO THE FOLLOWING CONDITIONS:

- RENTER acknowledges that refunds of rental fees will not be made without just cause.
- RENTER agrees to leave the facility in a clean, neat, and orderly condition. The facility will be inspected after each rental to insure that the facility is returned to the proper condition. This inspection will consist of all the items on the attached list. If the functions as listed are not performed, if the facility is left in less than satisfactory conditions, or if physical damage is done to the facility, the renter will forfeit their deposit. In the event the deposit is not large enough to cover the cost of repairs or clean up, the renter will have to pay the additional costs. In the event the renter does not abide by the conditions of this rental agreement, the renter will no longer be able to rent from this facility. The facility must be cleaned up prior to leaving and/or prior to **8:00 A.M. Eastern time the next morning.**
- RENTER agrees to release the Meade Breck Community Center from liability resulting from any loss, damage, or expense of any kind occasioned by or arising out of any accident or other occurrence, causing or inflicting injury, and/or damage to any person or property during use of the facility. The Meade Breck Community Center does not condone the selling, serving, or the giving away of alcohol on the premises. Renters also agree that the Meade Breck Community Center **IS NOT RESPONSIBLE OR LIABLE** for any damages to property or person arising from the use of the facility or consumption of alcoholic beverages on the premises. Renters agree to hold the facility harmless from any such damages and indemnity for any costs incurred there from.
- RENTER agrees that there is **NO SMOKING** inside the facility.
- RENTER acknowledges that there is **ABSOLUTELY NO USE OF COMMERCIAL STOVES!!** Also there will be no grease cooking or grilling on the regular stove.
- RENTER agrees that there will be no tape put down on the floors.
- RENTER agrees that there will be no wire or cables attached to the walls or posts.
- _____ (please initial here).

RENTER acknowledges receipt of the key to the facility. If the key is not returned, the renter will be responsible for the cost of changing the locks on the facility. In the event any door of the facility is left unlocked, the deposit will not be refunded. The key must be returned before the deposit will be returned.

RENTER acknowledges that the full amount of rental must be paid 2 weeks prior to rental date. There will be a \$50 returned check fee on each check issued to the Meade Breck Community Center.

RENTER agrees that he/she is of legal age and is financially responsible for the repair of any damage to the facility and or furnishings.

I certify that I have read, understand, and agree to the above rules.

Renter's Signature

Date

Meade Breck Community Center Representative

Date

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FOR OFFICE USE ONLY- RENTAL FEES

BUILDING-\$400 WHOLE DAY	INTENT TO RENT- \$150	TOTAL DEPOSIT- \$250 \$75 FOR EACH ADDITIONAL 8 HRS
MEETING ROOM- \$60	MEETING ROOM & KITCHEN- \$100	DEPOSIT- \$100
BUILDING-2 HRS-\$100	\$100 DEPOSIT	\$50 FOR EACH ADDITIONAL HOUR

RENTAL PAID _____ CASH _____ CHECK # _____ RECEIPT # _____

INTENT TO RENT _____ CASH _____ CHECK # _____ RECEIPT # _____

DEPOSIT PAID _____ CASH _____ CHECK # _____ RECEIPT # _____

KEY RETURNED _____ DEPOSIT RETURNED _____

DEPOSIT RETAINED: EXPLANATION _____

RENTAL CHECKLIST FOR MEADE BRECK COMMUNITY CENTER

1. CLEAN UP OUTSIDE BUILDING AND ALL PARKING AREAS INCLUDING CHURCH PARKING LOT, IN FRONT OF SCHOOL, AND AROUND PLAYGROUNG. **THIS INCLUDES PICKING UP ALL CIGARETTE BUTTS AND TRASH.**
2. CLEAN TABLES AND CHAIRS AND RETURN THEM ALL TO THEIR RACKS. **PLEASE DO NOT MIX BROWN AND GREY CHAIRS. KEEP THEM SEPARATE. MAKE SURE TABLES ARE DRY BEFORE STACKING THEM.**
3. SWEEP AND MOP ALL FLOORS INCLUDING KITCHEN AND BATHROOMS.
4. CLEAN RESTROOMS.
5. EMPTY **ALL** TRASHCANS AND PUT NEW BAGS IN CANS. PUT TRASH IN DUMPSTER.
6. MAKE SURE ALL APPLICANCES ARE CLEAN AND TURNED OFF.
7. UNPLUG COFFEE PT.
8. **NO GREASE COOKING ON REGULAR STOVE.**
9. **ABSOLUTELY NO USE OF THE COMMERCIAL STOVES!!!!**
10. RESET THERMOSTAT TO CORRECT SETTING. SUMMER- 80^o WINTER- 60^o
11. TURN ALL LIGHTS OFF.
12. MAKE SURE ALL DOORS ARE LOCKED.
13. RETURN KEY.
14. RENTER ACKNOWLEDGES RECEIPT OF THE KEY _____ (Please initial here).

I HAVE READ THE ABOVE CHECKLIST AND AGREE TO FOLLOW THE INSTRUCTIONS AND CLEAN THE FACILITY AS REQUIRED.

RENTER'S SIGNATURE

DATE

MEADE BRECK COMMUNITY CENTER

DATE

REPRESENTATIVE SIGNATURE