

Town of Church Point Community Center Rental Agreement

Rental: \$1250.00 (non-refundable, includes security)
 Deposit: \$150.00 (refundable, provided all rules & regulations are followed)

<u>PAYMENT LOG</u>	
Rental -	\$ _____
Deposit-	\$ _____
Amt Paid-	\$ _____
Balance -	\$ _____
Special terms and conditions:	

<u>RENTAL INFORMATION</u>	
Date of Function -	_____
Type of Function -	_____
Time of security -	_____

<u>RENTAL INFORMATION</u>	
Name of Organization -	_____
Name of Renter -	_____
Address -	_____
City, State, zip -	_____
Phone number -	_____

DISCLAIMER: THE TOWN OF CHURCH POINT WILL NOT ACCEPT LIABILITY FOR ANY INJURIES, ACCIDENTS, OR STOLEN ARTICLES OCCURING IN THE CENTER OR ON THE GROUNDS DURING THE OCCUPANCY BY ANY GROUP OR PERSON GRANTED PERMISSION THE USE OF SUCH FACILITIES. PERSONS OR GROUPS RENTING ACCEPT FULL RESPONSIBILITY FOR ANY DAMAGES TO GROUNDS, BUILDINGS, OR EQUIPMENT. MISSING ARTICLES WILL BE BILLED ACCORDINGLY. ALL FURNISHINGS AND EQUIPMENT MUST REMAIN IN BUILDING. AFTER A DEPOSIT HAS BEEN PAID, THERE WILL BE NO REFUNDS IF RESERVATIONS ARE CANCELLED. IN MAKING THIS APPLICATION, I CERTIFY THAT I HAVE READ AND FULLY COMPLY WITH THE POLICIES AS SET FORTH BY THE TOWN OF CHURCH POINT. BALANCE DUE BEFORE FUNCTION.

Signature of Renter/ Responsible Party Date

Signature of Authorized Town Representative Date

TO RECEIVE A FULL REFUND IN THE EVENT OF A RENTAL CANCELLATION, RENTER MUST CANCEL 90 DAYS BEFORE THE DATE OF THEIR EVENT.

COMMUNITY CENTER RULES & REGULATIONS

1. Absolutely **NO SMOKING** allowed in the building. If any cigarette buds are found in the building the deposit will be forfeited.
2. The person or group renting the building will be responsible for picking up **ALL** articles, objects, or other items brought in by them. (boxes, paper cups, beverage cans, flowers, left-over food, and all other trash) Anything brought in must be removed. All trash must be deposited in the dumpster located in the parking lot.
3. The Town of Church Point **WILL NOT BE LIABLE** for any articles left in the building. Anything of value should be removed after function. (ice chests, pots, pans, DJ equipment)
4. Functions held at the building are to be over in enough time for the building to be completely vacant by 2 am. Security is to remain present until all persons are out of the building and the parking lot is vacant. Admission charges are only allowed by civic groups and non-profit organizations.
5. Cleaning the building is allowed on Sunday **ONLY** if approved by Mayor and all persons must be out of the building by 12 noon.
6. For student sponsored functions- **NO ALOCOHOLIC BEVERAGES WILL BE ALLOWED IN THE BUILDING OR ON THE PREMISES AND NO ALCOHOL CONSUMPTION WILL BE PERMITTED.** Additionally, at least eight (8) chaperones must sign the contract and be present for the entire student sponsored function. School sponsored activities will be assessed a \$50.00 fee for security, but will be responsible for all clean up.
7. **BE SURE TO LOCK ALL DOORS WHEN FINISHED.**
8. No decorations or signs of any kind will be allowed to be taped or attached to painted walls, ceilings, or floors in the building.
9. No heavy equipment on tables, chairs and in the cooler. **DO NOT PUT CHAIRS ON TABLES.**
10. All beer and liquor must be in leak proof containers
11. Deposits will be refunded upon notification by city personnel that building has been checked for damages. Any damages found will be taken out of deposit; if damages exceed deposit, you will be billed for the balance.
12. Key for the building may be picked up Friday morning at 8am at Church Point City Hall and is to be returned Monday morning in order to receive a deposit refund.

I HAVE READ THE ABOVE RULES AND REGULATIONS AND DO HEREBY FULLY AGREE TO THE TERMS OF THIS AGREEMENT.

Signature of Responsible Party/ Renter Date

Signature of Authorized Town Representative Date