

Springville Senior Center Rental Agreement

Renter's Name _____
Renter's Address _____
Renter's Phone Number _____
Date of Rental _____

Parties

This agreement is made and entered into by and between the Springville Senior Citizens Center ("Lessor"), 65 East 200 South, Springville, Utah and _____ ("Renter").

Facility Description

The Senior Center has a main hall measuring approximately 55 feet x 90 feet. There is a 12 x18 foot carpeted stage on one end. The majority of the floor is wood, with some small carpeted areas. Eleven round tables (each seating 6-8 people) and three rectangle tables (each seating 8 people) are normally in place with one hundred black padded chairs. The building capacity is 250 people.

Rental Information

A. Fees

Rent.....	\$90/1 st hour- \$50/additional hours 1.5 hour minimum
Food Fee.....	\$20 if any food is brought into the building
Security Deposit.....	\$300 (cash only, or credit card with processing fee)

B. The security deposit, half of the rental fee, and this signed contract are required to reserve the building. The balance of the rental fee is due fourteen (14) days before the rental date.

C. All money may be refunded if the renter cancels the reservation thirty (30) or more days prior to the rental date.

D. Fees listed above are for non-commercial renters only. If you are hosting a for-profit event or are a for-profit company, the rates are different. Please contact the Senior Center for more details.

E. Rental Period

1. The rental period is from (times) _____ to _____ on (date)_____
2. There will be an additional charge of \$25 per 15 minute period if the building is not vacated by the agreed upon time. _____(initial)

F. Use of Premises

1. The rental fee includes the use of the main hall, tables, chairs, and kitchen (for limited purposes as set forth below). The rental fee does not include the use of the sound system, television, exercise equipment, computers, additional tables and chairs or use of any other rooms in the building.
2. The use of alcoholic beverages, tobacco, and games of chance (gambling) are not permitted. Renter shall not use or allow the premises to be used for any illegal purposes.
3. Smoking in or near the building is prohibited.
4. ALL EVENTS MUST END BY 11:00PM

G. Security Deposit Refund

1. The security deposit will be returned within one week of the event, provided that:
 - a. The renter cleans the premises as outlined in the agreement; and
 - b. It is determined that no damage has been done to the rented property; and
 - c. All personal items (or items rented from other contractors) have been removed from the premises.
2. If the renter has not complied with the contract or has damaged the property, the security deposit will be applied to such inconvenience or damage, and the renter will be responsible for damage in excess of the security deposit.

Facility Preparation

- A. Tape, tacks, staples, string and the like may not be applied to walls, woodwork or light fixtures. Decorations may not be placed on walls
- B. Lighted candles are not permitted
- C. The use of helium balloons is prohibited.
- D. The use of fog machines, bubble machines and snow machines is prohibited.
- E. All furniture, tables and chairs are to be returned to their original position. Take pictures if you need to remember where things are placed.

Food/ Refreshments

- A. The kitchen is available for the renter's use.
- B. The Health Department has prohibited cooking in the kitchen. The stove may be used only for warming food and boiling water.
- C. **The renter must furnish dishes, utensils, cutting boards, soap and towels.**
- D. The renter must not use the counter tops as cutting surfaces
- E. Food must be served only on uncarpeted areas of the facility. Renters must also ensure that no food is being eaten in carpeted areas or on upholstered furniture.
- F. The facilities must be left clean by the renter. Brooms and mops will be provided.
- G. Garbage must be removed from the facility. A **dumpster** is located in the rear of the building. Please do not place trash in the gray recycling bin.

Indemnification of Lessor

Lessor shall not be liable for any damage or injury to the renter, or any other person, or to any property, occurring on the premises.

I have hereby read the Springville Senior Center Rental Agreement and agree to abide by the rules and policies therein.

Signature _____ Date _____

RENTAL CLOSING INSTRUCTIONS

Remove all personal items from the building- be sure to check the refrigerator, oven & freezer

Return all furniture, tables, etc. to their proper position.

Wipe down all tables, chairs and counters with warm soapy water.

Be sure that messes have not been made in the bathroom on the counters, toilets or urinals (leave a note on the front desk if toilet paper or paper towels need to be restocked)

Sweep floor in main hall, kitchen, bathroom and hallway to the bathroom. Spot mop anywhere that is needed.

Vacuum the entry rugs, carpeted rooms, card playing area and the front foyer area.

Turn off all lights (check the bathrooms)- one security light will automatically stay lit on the ceiling in the main hall.

Close the large doors that are in between the foyer and the main hall area. Be sure that the floor latch is locked into place on the inside of the right door.

Take all trash out to the large blue dumpster in the rear of the building. Replace garbage can liners. **Please DO NOT PUT TRASH in the gray recycling cans located just outside the back door.** If trash is placed in the recycle bins, you may have the choice of coming to remove the items, or forfeit part of your security deposit.

Make sure that all doors in the rear of the building are shut and locked- even if you didn't use them.

Lock the front door and be sure that the door is shut firmly when vacating the building.

If a key has been issued, return the key on the next business day.

Please initial that the following items have been discussed:

_____ Your rental time must include decorating time and clean-up time. Please do not ask to come in early to decorate. Leave yourself plenty of time to complete the cleaning checklist.

_____ The building capacity is 200. If your event is larger than that, please look for a different venue.

_____ The building rental only includes the main hall of the Senior Center. It does not include other rooms. The outside of the building and the parking areas are not to be used as additional space for your event.

_____ Moving permanent furniture is not allowed without specific written permission. This includes couches, church pews, computer tables, billiards table, lazy boys, televisions, etc.

We would like to move: _____

_____ Hanging decorations may not be removed or replaced without specific written permission. We realize that the senior center themes may not coincide with your event. Please discuss your needs in advance. Removing these items for your event may result in additional rental fees.

_____ NO kitchen items (trays, water pitchers, serving utensils, etc.) are included in the building rental. Use of these items will result in loss of security deposit.