

Whitin Community Center Facility and Grounds Rental Agreement

Today's Date: _____

Desired Date(s) of Rental: _____

Begin Time(s): _____ End Time(s): _____

Name of Group/Organization/Individual Renting: _____

Contact Person: _____ WCC Member?: Yes No WCC Staff?: Yes No

Phone #: _____ Email: _____

Address: _____

State/City/Zip: _____

_____ Facilities/Grounds Requested:	_____ Competition Pool	_____ Original Pool
_____ Members Lounge	_____ Gymnasium	_____ Conference Room
_____ Multi-Purpose Room	_____ Tennis Courts	_____ Racquetball Court
_____ Whitin Park	_____ Pavilion	_____ Youth Center

Description of What Rental is For and Any Special Requests: _____

of Adults: _____ # of Teens (13-17): _____ # of Children (12 and under): _____

Person Responsible on Day of Rental (if different): _____ Phone #: _____

Insurance Provider ~(Name and Phone #): _____

~ The WCC requires proof of insurance coverage and a supervising adult will be required during any rental.

Total Rental Fee: _____ Deposit: _____ Amount Paid: _____

Remaining Balance*: _____ Date Remaining Balance Will Be Paid: _____

** Remaining Balance Must Be Paid Before Use of Facility*

Person Invoice Should Be Sent To (if different): _____

Billing Address (if different): _____

Billing State/City/Zip (if different): _____

Office Use Only

WCC Staff Person Processing Request:	Initials: _____	Date: _____
Approved by Responsible Department Head:	Initials: _____	Date: _____
Approved by Director of Operations:	Initials: _____	Date: _____
Customer Notified:	Initials: _____	Date: _____
Fee Entered into QuikChek:	Initials: _____	Date: _____
Processed by Accounting Department:	Initials: _____	Date: _____

Whitin Community Center Facility & Grounds Rental Terms and Conditions

Today's Date: _____ Date(s) of Rental: _____

Name of Group/Organization/Individual Renting: _____

LIABILITY: The above named group/organization/individual releases from liability for any injury, loss or damage connected with the use of the facilities or grounds rented, the George Marston Whitin Memorial Community Association, Inc. (aka the Whitin Community Center (WCC)), its employees, board, members, volunteers or guests. The WCC is NOT responsible for supervision or liability of participants during rentals. **Rentees are required to name the WCC as an additional insured on their policy and deliver to the WCC a Certificate of Insurance.**

DEPOSIT/PAYMENT: A non-refundable deposit of 25% of the total rental fee is required to hold reservation of facility/grounds. Total rental fee must be paid before or on date of rental before use. Deposit will be refunded if cancellation is made within 14 days of rental date or a documented medical condition prevents group/organization/individual from participating.

DECORATIONS: All decorations must meet local fire department regulations and be approved by WCC staff. They must not damage walls, curtains, woodwork, etc. Use of nails, screws, tacks or tape is prohibited. All decorations and their attachments must be removed immediately after the event. Time to decorate is included in the rental time.

ROOM ARRANGEMENT: Room arrangement of tables and chairs is the responsibility of the rentee. Existing furniture and other items in the room/area rented are not to be moved without prior permission of WCC staff. Chairs and tables are not to be moved from one room or area to another without prior permission of the staff, in which case they must be returned to their proper room when the event is over.

CLEANING: Participants are expected to clean up all areas used. Please pick up all food, garbage, and paper from floors and tables. Garbage cans and bags will be provided by the Whitin Community Center. Closed garbage bags may be left in the room for pick up by cleaning staff. All spills should be cleaned up immediately. Set up and clean up time is included in the rental time.

DAMAGE: Facilities and grounds used during rental (including parking lot, locker rooms, and restrooms) must be returned in same condition as found. The above named group/organization/individual will be held financially responsible for any loss or damage by participants from said group/organization/individual to the facilities used.

STANDARDS OF CONDUCT: Any conduct detrimental to the purpose of the WCC, such as gambling, profane language, fighting, use of alcoholic beverages or illegal substances is prohibited. Smoking is not allowed within the confines of the WCC facilities.

SUPERVISION: Each group shall provide a person 21 years of age or older who is responsible for the enforcement of the standards of conduct defined herein and supervision of all participants.

ADMISSION FEES: Admission fees or fund-raising events shall not be allowed, except with prior approval.

I hereby attest that I have read the policies governing WCC facility & grounds rentals and agree to abide by them. I also confirm that all information on the rental agreement is complete and accurate including the date, time, location, and rental fee.

Rentee

Date

Last Updated: August 2009