



COMMUNITY CENTER RENTAL

The community center is available to rent (with a 3-hour minimum) and is ideal for large parties, showers, family events, meetings and weddings/receptions. The community center includes two large rooms, restrooms, and a kitchen totaling over 5,976 square feet. The kitchen includes sinks, cabinets, range oven, refrigerator and microwave. The community center is located in the lower level at the Albert Parkhurst Municipal Complex at 202 South Center St., Hildebran.

The community center comes equipped with (4) 8' rectangular tables, (8) 72" round tables and 100 chairs.

RENTAL CHARGES - All rental charges must be paid in CASH.

Deposit: A \$250 security deposit is required at the time of booking (along with all fees). The deposit will be refunded, by check via mail, after the key is returned to Town Hall and after an inspection of the community center is found to be in the same condition as when it was originally rented. **Failure to clean up or comply with the Community Center Rules & Regulations may result in expulsion from the community center and forfeiture of all fees and deposit.*

Hourly Rental Fees: \$40.00/hour with a 3-hour minimum
\$30.00/hour with a 3-hour minimum Active Military or Veteran (Proof required.)
\$20.00/hour with a 3-hour minimum for Non-Profits

BOOKING

The Town of Hildebran will book your reservation once all rental charges (**deposit and all fees**) are paid (**in CASH**), the Community Center Rental Policy is completed in its entirety, and the Community Center Rules & Regulations form is signed and dated. All renters must provide a copy of a valid driver's license or other photo ID. *In order to receive a military or veteran discount, the person in the military (or the veteran) must provide written proof/photo ID of military status/service and sign the rental documents.

CANCELLATION POLICY

Cancellations must be made at least forty-eight (48) hours before your reserved start time in order to receive a full refund of all rental charges (deposit and all fees). Cancellations made less than forty-eight (48) hours before your reserved start time shall result in a charge of \$120.00, **NO EXCEPTIONS**; said \$120.00 charge shall be taken out of your \$250 security deposit, if necessary. In case of a death in the family that occurred before your rental and required a cancellation thereof, a full refund of all rental charges (deposit and all fees) will be issued if proof can be shown of said death. In addition, a full refund of all rental charges (deposit and all fees) shall be issued if a natural disaster or snowfall prohibits the use of the facility.

NO DECORATIONS ARE TO BE PLACED ON THE WALLS, SOUND BOARDS, COLUMNS OR CEILINGS.

Community Center renters will be responsible for any damage or loss sustained as a result of the renter's occupancy of the Community Center, and the \$250 security deposit shall be retained by the Town until all of said damages are paid for by the renter.

COMMUNITY CENTER RENTAL POLICY

RENTER INFORMATION

Name/Organization: _____

Address to Mail Deposit Refund: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate: _____

Email: _____ Employer: _____

EVENT INFORMATION

Event/Purpose: _____ Estimated Attendees: _____

Rental Date Requested: _____

Time Requested: _____

Office Use Only

RENTAL CHARGES:

Security Deposit: \$ _____

Rental Fee: \$ _____

TOTAL: \$ _____

Date Paid: _____

KEY:

I acknowledge that I have received the key to the Community Center and will only use the key for my designated booking time. I will return the key to Town Hall the next business day.

Signature: _____

Key #: _____

Date key returned: _____

Refund Deposit: Yes No

COMMUNITY CENTER RULES & REGULATIONS

Please familiarize yourself with the Community Center Rules & Regulations

- Adult supervision of all individuals during event/activity is required.
- The person responsible for the facility, as stated on the application, assumes full responsibility for all damages to the facility or to any Community Center items during his/her contract and will be responsible for all repairs to same.
- No smoking or use of any tobacco product or controlled substances, of any type, is allowed to be used or sold in or around the Community Center.
- No weapons (guns, knives, etc.) of any kind are allowed in the building or on the premises.
- Please leave the Community Center area clean with all trash placed in trash cans.
- NO decorations, 3Ms, or signage is allowed on the sound boards, walls, columns, ceiling or floors.
- When leaving the building, all doors must be closed, locked and lights turned off.
- Only animals used in facilitating the needs of persons with disabilities are allowed inside the premises.
- The Community Center cannot be rented for any event for profit or selling any wares or soliciting any products for private or public sale.
- Any person/group violating any of the above rules & regulations is subject to suspension from use of the facility and prosecution in the event of a law enforcement violation, as provided in the Town of Hildebran "Code of Ordinances."
- No person shall use loudspeakers, public address systems or amplifiers in the Community Center without written permission in advance from the Town.
- **NO ALCOHOL SHALL BE ALLOWED ON THE PREMISES!**

I, the undersigned, agree to abide by all Rules & Regulations and hereby covenants and agrees that it will defend, indemnify, protect and save harmless the Landlord from the claims of all persons arising from or out of the use or occupancy of the demised premises by or under Tenant or Tenant's agents, employees, or invitees, save and except claims, arising from the negligence of Landlord or Landlord's agents, employees, invitees or Landlord's other Tenants. Tenant shall not be liable hereunder for any special, incidental or from the negligence of Landlord, Landlord's agents, employees, or invitees. Dependent upon the type of event, separate insurance coverage by the Tenant may be required. Failure to abide by any part of this Rental Agreement could result in Renter losing the privilege to rent in the future. I hereby acknowledge that I have received a key(s) to the above reference facility and a copy of both the Rental Policy and the Rules & Regulations in this agreement. All keys shall be returned to Town Hall within seventy-two (72) hours of receipt.

I, the undersigned, hereby agree to indemnify, protect and save harmless the Town of Hildebran from all claims, liability or lawsuits, including reimbursement of attorney fees in defending such claims and damage to real or personal property which arises out of, or results from the acts or omissions of the undersigned or resulting from the activities carried on by the undersigned and its employees, agents and representatives.

I understand and agree that NO decorations, tape, tacks, nails, 3M wall hangers, etc. are to be placed on the WALLS, SOUND BOARDS, COLUMNS OR CEILINGS. Town staff will evaluate the room after all rentals. The deposit will be held if any damage is found. I understand that extensive damage may result in additional charges to me in excess of my deposit and that I will be responsible for paying said fees as deemed necessary to replace or repair WALLS/SOUND BOARDS/COLUMNS/CEILINGS as determined by Town staff.

I have read and agree to abide by all Rules & Regulations. Print Name: _____

Signature: _____

Date: _____

COMMUNITY CENTER CLEAN-UP CHECKLIST

The following checklist MUST be completed in order to receive a full refund of your deposit.

FLOORS

- All floors must be sweep. ALL spills must be cleaned. **Do NOT mop floors unless to clean spills. Clean floors with WATER ONLY!**

RESTROOMS

- Flush toilets.
- Clean toilets, if needed.
- Pick up all trash from the floors.
- Empty trash cans and replace with clean trash bags.
- Replace toilet paper, if needed.
- Replace hand drying paper towels, if needed.
- Clean mirrors of all smears and water splatters.
- Sweep floors. **Do NOT mop floors unless to clean spills. Clean floors with WATER ONLY!**

KITCHEN

- Sink, counters and cabinets must be wiped clean of all spills.
- Stove, microwave and refrigerator must be cleaned of all spills.
- No food or drinks should be left in the refrigerator or freezer.
- Sweep floors. **Do NOT mop floors unless to clean spills. Clean floors with WATER ONLY!**
- All trash should be bagged.
- Empty trash cans and replace with clean trash bags.

TABLES AND CHAIRS

- Tables must be wiped clean, removing all spills.
- Chairs should be wiped clean, removing all spills.
- Tables should be left sitting on the floor and all chairs should be stacked.
- **All tables and chairs WILL BE COUNTED after the event. Any missing tables/chairs will result in a forfeit of all or part of the \$250 deposit fee.**

TRASH

- All trash must be bagged and placed in the dumpster located behind the auditorium (NOT the recycle bin).
- Clean bags must be placed in the trash cans.

SUPPLIES

A broom, dust pan, toilet paper, hand drying towels, paper towels, rags & cleaning supplies are provided.

The broom and dust pan are located in the back of the kitchen.

Dish washing soap, toilet cleaner and glass cleaner are located under the sink in the kitchen.

Paper towels, trash bags, rags, toilet paper & hand drying towels are located in the first cabinet in the kitchen.

Failure to comply with this checklist will result in a forfeit of all or part of the \$250.00 deposit fee. Town staff will evaluate the room for compliance.

I have read and agree to abide by the Community Center Clean-Up Checklist and understand that a forfeit of all or part of my \$250.00 deposit will occur if Town staff finds this checklist was not followed.

Signature: _____

Date: _____