



SOUTHEAST LINN COMMUNITY CENTER

FACILITY RENTAL AND USAGE AGREEMENT

Purpose of Rental: _____

Date of Request: _____ Date of Rental: _____

Reservation Start Time: _____ Reservation End Time: _____

Contact Person: _____

Phone Number: _____

FEES:

| | | |
|---------------------|---|------------------|
| Deposit (required): | \$75.00 | Check # _____ |
| Community Room: | \$50 Fee for 1st 4 hours: \$50.00 | |
| | \$12.50/additional hour: _____ | |
| Kitchen: | \$50 Fee for 1st 4 hours (OPTIONAL) _____ | |
| Total Cost: | _____ | Check # _____ |
| | | CC Payment _____ |

Fees may be waived, at SELCC's discretion, for community groups, nonprofits, youth organizations, social service agencies and public meetings & events.

FACILITY RENTAL AND USAGE POLICIES:

- Deposits are due at the time of application. Applicants are financially responsible in full for any costs related to damage of the facility during use. Deposits will be refunded in full if the facility is returned to satisfactory condition after the rental.
- SELCC is available on a first come, first served basis. SELCC may refuse to lease the facility for any use that is deemed incompatible with SELCC's purposes and funding restrictions.
- Facility is only available for rental outside of SELCC's regular business hours, 9:00 a.m. - 4:00 p.m. Monday-Friday and 9:00-7:00 on Thursdays.
- The following activities are prohibited on SELCC property; gambling, smoking, consumption of alcohol or drugs, weapons, and any illegal activity.

- Applicant agrees to remove all trash and return the facility to its original state after the event. Applicant will ensure lights are turned off and all outside doors and windows are locked. (Please double-check kitchen door, as it doesn't always close fully.)
- Indemnity. Any Group or Individual using the facility agrees to indemnify and hold harmless the Southeast Linn Community Center for any and all claims, damages or injuries, including attorney's fees and costs, made against or sustained by Southeast Linn Community Center whether directly or indirectly as a result of the above named Group's or Individual's use of the facility.
- Facility Reservations may be changed, rescheduled or cancelled by SELCC staff if the situation deems it necessary. The staff will give as much notice as possible. Deposits and reservation fees will be refunded. The SELCC or its staff is not responsible for any losses that may result in the event of a change, rescheduling or cancellation of an event reservation.

KEY POLICY: Key Issued: YES or NO

- Ensure only group participants are admitted into SELCC and that all participants have left prior to the building being secured.
- Secure all SELCC property before leaving the facility.
- Keep SELCC updated on dates and times for the group's use of the building.
- Abide by all facility rental and usage policies.
- Return the key immediately after rental using outside drop box (if using facility for a one-time event).
- Check out only one key per group.
- Never duplicate the key or allow unauthorized use.
- Surrender key upon request.

I, _____, agree to the above Rental, Usage, and Key policies and understand that abuses of this agreement will result in the loss of our group's ability to rent the building and/or check out keys.

Signed _____ **Date** _____

Office use ONLY:

Name of Staff Member approving agreement: _____

Deposit Amount Received: \$ _____ Check # _____ Date received: _____

Key issued: _____ Date issued: _____

Key returned: _____ Date returned: _____

Deposit Returned: YES or NO Amount Returned: _____ Date Returned: _____

Damages: _____

Cost of Damages: _____