



Upper Fruitland Chapter
WALTER COLLINS CENTER
 RENTAL AGREEMENT

Date: _____

I, _____, desire to rent WALTER COLLINS CENTER on _____.
 (print name) (list practice dates below)**

Day of Event:

Requested times
 Time in Time out

Type of Event

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Time in	Time out

- Dinner / Banquet
- Arts & Crafts Sale
- Song & Dance
- Concert
- Basketball Practice
- Volleyball Tournament
- Other _____
- Wedding/ Reception
- Conference
- Concession
- Pow-Wow
- Basketball Tournament

**Practice dates: from _____ to _____

NOTE: Practice sessions are guaranteed beyond 1 month, if pre-paid in full (flat rate of \$9.45 per hour per team, includes NN tax)
 One-time Cleaning-Damage fee deposit is required – which is refundable if gym reported clean throughout practice dates

IMPORTANT:

- Protective (blue) tarp (when required) must to be swept and mopped, before folding then placed to the side
- Upper Fruitland Chapter will not be held responsible for any injuries, damages or theft of personal items that occur during sponsored events

Facility rental: Full Payment is required. A four-day advanced cancellation notice is mandatory for a full refund.
 If cancellation is less than four days of the scheduled event start date, **only HALF** will be refunded.

Mailing Address: _____

Cell Phone: _____
 Home Phone: _____

(Facility renter shall sign agreement – on second page)

TOTAL AGREED UPON COST

	Per day			
Portable audio system	25.00	(non-refundable)		Sub-total cost \$ _____
Scoreboard console	35.00	(non-refundable)		NN sales tax 5% \$ _____
Gym	See rate	x _____ days	\$ _____	Total with NN tax \$ _____
Kitchen	See rate	x _____ days	\$ _____	
Damage-Cleaning fee	See rate	Refundable, if auth.		Money order/Cashier # _____
Practice per hour	9.45	x _____ days	\$ _____	
Practice Dmg-Clean fee	35.00	Refundable, if auth.	after sessions	

Date: _____

Approved By: _____

* Refund is based upon Facility Inspection Form

- FULL HALF NONE



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Upper Fruitland Chapter appreciates your business, please read the following requirements.

RULES AND REGULATIONS

1. Only **FULL PAYMENT** will **GUARANTEE** an applicant's facility rental. Partial payments grant the applicant only reservation of the date and time to rent the facility (money order or *cashier's check*).
2. High Risk events (*hazard possible*) will require a **LICENSED** and **BONDED** security company, as well as **LIABILITY INSURANCE** (*attached to application*).
3. All non-cleaning members **MUST** be out of building an hour before ending time to allow for cleaning. If closing time is exceeded, 75% of Damage-Cleaning fee will not be refunded.
4. Please assigned someone to supervise all young children who have a tendency to loiter around the bulletin boards, outside or front entrances. (at WCC: emergency stairway, bleachers and upon unsecure objects...etc.)
5. Alcohol and Substance Abuse (Drugs) is strictly prohibited in the center or on the premises.
6. Absolutely **NO STREET SHOES** are allowed on the gym floor. **ATHLETIC SHOES ONLY**. Unless the floor is covered with the tarp for activities or events (Banquets, Song & Dance, Dances, etc.).
7. **NO COOKING or HOT FOOD SALES outside of kitchen**. Violations will result in immediate closing of sponsored event and forfeiture of rental payments. Exceptions are given to pre-paid mobile catered businesses.
8. All concession vendors must have current food handler's permit and copy of current permits must be attached to application before the facility door will be unlocked.
9. The renter will forfeit damage fee for any damages to the Walter Collins Center and/or any equipment, and will be held liable for reparations in excess of the [damage] deposit.
10. Upper Fruitland Chapter, Staff and Officials (*not their family members*) may attend "FREE OF CHARGE" to monitor and evaluate center rentals.
11. First Aid kit are required for all sporting functions. Practice session are authorized Mon-Thu on a monthly basis, unless pre-paid beyond a month. The gym must be cleaned after each practice session.
12. There shall be absolutely **NO "SMOKING, TOBACCO or GUM, and SUNFLOWER or PINON SEEDS"** allowed in the gym.

With my signature as the renter, I have read, understand and agree to all of the listed requirements on both pages, Upper Fruitland Chapter has set forth, for rental of Walter Collins Center.

Signature of Renter

Date