

## RVCC CONTRACT/Rental Agreement

Any event at the Center must have a contract with Redbank Valley Community Center for the use of the facility. This contract is a legal and binding document. It is the responsibility of the lessee to notify the Community Center personnel in person of any changes made to this document. Failure to do so could lead to cancellation of an event.

**Misrepresentation of the type of event being held will also lead to the cancellation of an event with the forfeiture of any fees paid.**

1. It is the lessee's responsibility to read, understand, and comply with the complete list of policies and procedures for RVCC.
2. Only persons ages 18 and older are eligible to contract for the use of the Community Center. **Minors must be supervised by an adult at all times.**
3. **DO NOT hang decorations from the walls, ceiling, floor, door or windows.** No glitter or foil confetti may be used when decorating the room. The Center is not responsible for lending tape, scissors, extension cords, can openers, knives, etc. to lessees.
4. **YOU ARE RESPONSIBLE FOR PROVIDING YOUR OWN PAPER PRODUCTS.** All decorations and personal items must be removed from the building at the end of the function.
5. **DO NOT DRAG TABLES, CHAIRS, or EQUIPMENT ACROSS THE FLOORS! You are responsible for re-arranging any tables and chairs.**
6. The cappuccino machine and the popcorn maker are off limits unless prior authorization is provided.
7. **Access to the computer lab and use of the office area is prohibited. Do not use or touch items on the Director's desk.**
8. **DRUGS/ALCOHOL/SMOKING** are prohibited on the property outside or inside the Center.
9. **A \$20 Cleaning deposit is required for each event.** This deposit will be returned after the event if the Executive Director or a Board of Director determines the facility to be in satisfactory condition. Cost of rental is \$50 for 4 hours or less and \$70 for events lasting between 4 and 8 hours. The Center cannot be rented for more than 8 hours at a time. Your rental must end by 10:00 p.m.
10. **You are responsible for cleaning after your event. This must be completed during the designated time of rental on contract.** SET UP and TEAR DOWN must take place during the time designated on this contract.

### **Cleaning Checklist:**

- |   |  |
|---|--|
| <input type="checkbox"/> Wipe down all tables/chairs            | <input type="checkbox"/> Place bathroom and kitchen trash in large |
| <input type="checkbox"/> Sweep the floors                       | trash cans and place large trash bags in                           |
| <input type="checkbox"/> Mop any spills, sticky spots, dirt/mud | basement door and lock it  |
| <input type="checkbox"/> Put games/ toy back and their original | <input type="checkbox"/> Return tables/ chairs to their original   |
| boxes and neatly place them in their                            | places.  |
| original location   |  |

**Date and Time of Rental:** \_\_\_\_\_

**Cost of Rental:** \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone #