

## Community Learning Center Facilities Rental Contract

Date of Rental \_\_\_\_\_ Time \_\_\_\_\_ Number of Participants \_\_\_\_\_

Person Requesting the Facility \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Reason for Use \_\_\_\_\_

**Specific Rooms to be used:**

**Equipment needed (include amount if applicable)**

Multi-Purpose Room A	
Multi-Purpose Room B	
Multi-Purpose Room C	
Gym	
Kitchen	
Classroom 205	
Audtorium	
Reception Room	

Tables	
Chairs	
Monitors	
Auditorium equipment	
Reception Room equipment	
Basketball courts	
Pickleball Court	
Volleyball Court	

**To Be Completed by a CLC Staff Member**

Date of Contract \_\_\_\_\_ Authorized by \_\_\_\_\_

Deposit Amount \_\_\_\_\_ Total Rental Fee \_\_\_\_\_

Date Dpt Paid \_\_\_\_\_ Date Remainder Paid \_\_\_\_\_

Facility Rules and Regulations Signed and attached to contract \_\_\_\_\_

Renter's initials to confirm information on this page \_\_\_\_\_

## Facility Rules and Regulations

The Community Learning Center will:

- Provide all available equipment requested on the Facilities Rental Agreements
- Provide one staff person to answer questions or assist renters during their scheduled rental time.
- Have available tables and chairs for use during the rental if needed.
- Provide cleaning supplies

The Renters will abide by the following rules:

- No Smoking in the building or on the premises.
- Groups must be accompanied by at least one adult supervisor per 15 participants.
- Clean gym shoes must be worn in the gymnasium, no black soled shoes.
- Renters will be responsible for cleaning up after the parties. This includes wiping down tables, sweeping the floor, and taking trash to the parking lot dumpster.
- All participants will sign a code of conduct agreement and a liability form prior to attending the rental.
- Renters will be responsible for informing participants of the rules and regulations and The Code of Collaboration stated below:

***The Community Learning Center is a safe, clean, organized place for collaboration, skilled learning, recreation and entertainment. By signing this paper, you commit to ensuring that all participants who engage in programming here, adhere to keeping our community and building safe for others to enjoy.***

The undersigned has read and fully understands the rules and regulations governing the use of these facilities and agrees to abide by them. The undersigned will be responsible for any damage to The Community Learning Center property due to any violation of the rules and regulations by themselves or their participants.

Signature \_\_\_\_\_ Date \_\_\_\_\_