

## Tebbetts Community Center Rental Agreement

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Number: \_\_\_\_\_ Mobile: \_\_\_\_\_ Home: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Hours Needed: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Rental Date: \_\_\_\_\_ Hours Needed: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Purpose of event: \_\_\_\_\_

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*Example: Fund-raiser/benefit description, Family Reunion, Birthday Party, Wedding Reception*

Will alcohol be on the grounds? \_\_\_\_\_ Will alcohol be in the building? \_\_\_\_\_

**Approval of rental events of the Tebbetts Community Center Property are at the discretion of the Tebbetts Community Trustees.**

### TERMS AND CONDITIONS

Please read carefully and sign below to agree to these terms and conditions. My signature affirms:

- The fee and deposit must be paid at time form is submitted.
- I acknowledge that the Tebbetts Community Center is a "Smoke Free" facility.
- This agreement supersedes any other agreement whether verbal or in writing
- Payment by cash is preferred; however, a check will be accepted if presented 14 days prior to the event.
- Failure to clean the facilities, building and grounds or failure to return the keys will cause withholding part or all of the deposit.
- Renter is of age 21 or greater.
- Trustees of the Tebbetts Community Club reserve the right to enter the Tebbetts Community Club property and facilities during the event.
- Any return of the deposit will be made within 30 days after the event;
- I will be charged for additional hours used that are not stated on this form. All setup and cleanup time shall be included in my rental fees.
- I hereby waive any right to sue for personal injury and otherwise hold Trustees of the Tebbetts Community Club harmless from any liability for occurrence upon the premises.

Non-Tebbetts Community Club Member:

Rental Fee: Community Center, \$150 per day plus deposit of \$50. \$75/day additional for set-up or clean-up.

Rental Fee: Outside, \$50 per day plus deposit of \$50. \$25/day additional for set-up or clean-up.

Tebbetts Community Club Member:

Rental Fee Community Center, \$75 per day plus deposit of \$50. \$35/day additional day for set-up or clean-up.

Rental Fee: Outside \$35 per day plus deposit of \$50. \$20/day additional for set-up or clean-up.

Rental of the Center includes both restrooms, kitchen area (including appliances), tables, chairs, mops, brooms, and buckets, outside area, parking lot and grounds.

All fees and deposits are to be paid in full at the time reservation is made. Reservation is not valid without a deposit. 100% of the deposit and rental fee will be refunded for cancellations made at least 7 days in advance of the rental date. 80% of deposit and rental fee will be refunded for cancellations less than 7 days in advance of the rental date.

An AGREEMENT form must be completed along with the fee and deposit, paid in full before reservation is valid.

Key for rental may be picked up 1 day in advance of the rental date. Key should be returned within one day of the rental date. A \$25.00 fee is charged if key is not returned.

The renter is responsible for set up and re-storing of the tables and chairs used for event

Clean Up and Damage: 100% of deposit will be refunded upon satisfactory compliance of the following:

Clean the facility and grounds at the end of the event. This includes: sweeping and wet mopping all floors, cleaning all walls, toilets, sinks, tables, chairs and appliances; clearing off all tables of all disposable contents and cleaning all spills; turning off all lights and fans; locking all outside doors **(Note: if keys are lost and/or doors cannot be locked see contact list below, do not leave the doors unlocked!)**. Remove all trash and litter from inside facility, outside covered porch area, parking lot and grounds; place all trash and litter in the outside trash container; and return all tables, chairs and equipment to their proper locations. Incidental damage to the center, parking lot, grounds, equipment and/or key(s), may result in the withholding of all or part of deposit(s). Intentional or excessive damage may require additional monies to be paid by renter to cover the cost of repairs.

Suitability of Premises: It is the responsibility of the users to inspect the premises to ensure that they are adequate for use. The Tebbetts Community does not guarantee all electrical, plumbing or mechanical fixtures, components or devices will be operational and shall be held harmless from damages or disruptions caused by such failures. The Community will do its best to keep such systems operational.

DISCLAIMER: Granting permission to use the facilities does not constitute an endorsement of the group or its beliefs and/or practices.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tebbetts Community Center Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Rent payment: \_\_\_\_\_ Deposit Payment: \_\_\_\_\_

Contact information for the Tebbetts Community Hall:

- Sam Richards - 573-295-4786 or 573-680-7213
- Gary Heimericks - 573-295-4990
- Chris Meloy - 573-690-6164
- Scott Thieret - 573-295-4477
- Debbie Popp - 573-295-4499
- Jim Brune - 573-295-4055
- Tebbetts Community Center - 573-295-4283