

THE UNION COMMUNITY CENTER

FACILITY RENTAL AGREEMENT

The Agreement, made and entered into this ____ day of _____, 20____, by and between THE UNION COMMUNITY CENTER, (Hereinafter referred to as "Center"), and between _____ (hereinafter referred to as "Renter").

WITNESSETH:

- 1.) The Center agrees to rent THE UNION COMMUNITY CENTER facility to renter on _____, 20____ from _____ (a.m.)(p.m.) to _____ (a.m.)(p.m.).

NOTE: This Rental Agreement does not include rental of the kitchen area and appliances. Renter is not allowed access to the kitchen and appliances. If it is found that the kitchen has been accessed, then the damage deposit will be automatically forfeited.

- 2.) The Center shall be used by Renter for the following purpose only: _____
- 3.) The Renter agrees to pay the Center the sum of \$_____ (As determined below) as rental fee for the rental date above, which must be paid in full at the time you receive the key for the rental date. The Renter agrees to pay the refundable sum of \$200.00 as a damage/cleaning deposit, that will be returned upon examination of the facility after completed rental.
- 4.) The normal rental fees are as follows:
- A) The full rental fee is required to reserve the facility, and must be paid at the time the renter receives a key for the Center. If Renter cancels this reservation for reasons other than inclement weather or situations beyond the control of the Center, this fee shall be forfeited by Renter; and
 - B) Renter agrees to pay the Center the sum of \$200.00 as a damage/cleaning deposit, and must be paid in full at time of signing agreement.
- 5.) It is agreed that Renter is absolutely responsible for all damages to the facility. The damage deposit shall be refunded after the date of the event if there are no damages to the facility. In the event there are damages to the facility, the costs incurred by the Center for repairs/replacements to the facility shall be deducted from the damage deposit, and the balance shall be returned to the Renter. In the event the amount for repairs/replacement to the facility exceeds the amount of the damage deposit, Renter agrees to assume liability for the additional cost and to pay said sum to the Center immediately upon the request of the Center. **Failure to remove all personal items, trash, paper products, decorations, and food items from the tables and floor after use of the facility shall result in forfeiture of deposit. Trash and refuse should be disposed of by Renter or placed in the dumpster located next to the Center.**

- 6.) All payments referred to above shall be made payable to THE UNION COMMUNITY CENTER. Payments shall be given to an authorized representative of the Center.
- 7.) A representative of the Center will provide Renter with a key for the use of the Center the day prior to the rental period. However, a key will not be given to Renter until full payment of the rental fee and damage deposit.
- 8.) Renter agrees to comply with the "Facility Rental Rules" as set forth hereinafter
- 9.) Prior to the event, Renter agrees to assume the responsibility of inspecting the facility and Renter agrees to report any defects or dangerous conditions to the Center if any exist. Renter covenants and agrees to indemnify and hold harmless the Center from any loss, damage, cost, charges or expenses, whether to persons or property, which may have been caused by any action, neglect, omission or default on the part of Renter.
- 10.) Subleasing of the Center is prohibited without advance written consent from the Center.
- 11.) It is agreed that this Rental Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors, and assigns.

FACILITY RENTAL RULES

1.) The Center reserves the right to refuse to rent the Facility if the activity is deemed by the Center to be inappropriate for the use of the Facility.

2.) This Rental Agreement does not include rental of the kitchen area and appliances. Renter is not allowed access to the kitchen and appliances. If it is found that the kitchen has been accessed, then the damage deposit will be automatically forfeited.

3.) The Center shall not be rented to anyone under the age of twenty-one (21) years . In the event the Center is to be rented by a business entity, organization, or corporation, an authorized representative or agent over the age of twenty-one (21) years must sign on behalf of said business entity, organization, or corporation.

4.) The Center is not liable for any missing, lost, or stolen items.

5.) All decorations hanging from the ceiling or walls are the responsibility of the Renter, and the Renter has the responsibility of removing the decorations. Restrictions for the use of specific decorations are set forth herein.

6.) All State liquor laws and regulations must be followed, if applicable to specific events. The Center must be informed in advance if liquor or any alcoholic beverage(s) will be consumed in the Center. In the event liquor or alcoholic beverages will be sold for consumption at the event, it is the responsibility of the Renter to obtain all required liquor licenses and liquor liability insurance, if applicable. Proof of all required liquor licenses and liquor liability insurance (if applicable) must be provided to the Center prior to the date of the event. The City of Union must be notified approximately four (4) months prior to the event regarding the use of liquor or alcoholic beverages.

7.)The Center may order that a function be stopped and the building evacuated if there is reasonable cause to suspect that illegal or dangerous activities are being engaged in by Renter or Renter's guest. **ALL RENTAL FEES, CHARGES, AND DEPOSITS SHALL BE FORFEITED.** Tables and chairs are provided. It is the responsibility of the Renter to set up the tables and chairs in the manner Renter desires for the specific use of the Center and return them to their original location. The maximum legal capacity of persons allowed in the Center shall not exceed 550 persons for the event (A seating capacity of 400 is most comfortable).

PLEASE NOTE

NO use of the kitchen area and appliances. If it is found that the kitchen has been accessed, then the damage deposit will be automatically forfeited.

NO dragging of tables, chairs, cartons, or any equipment that does not have wheels.
NO glitter, confetti paper, plastic, metallic, etc...
NO water containers that are subject to leaking.
NO dirt, bricks or any abrasives that can come into contact with the floor.
NO nailing, stapling, or drilling holes into the floor, doors or walls.
NO open flames allowed in the building, excluding decorative candles and sterno for food.
NO animals, birds, etc. are allowed in the facility to comply with State Health Department, this does not include service animals that are exempt from state regulations.
NO Smoking within the facility.

HOLD HARMLESS AGREEMENT

Renter agrees to protect, indemnify, save, and keep harmless the Union Community Center ("Center") against and from any and all loss, cost, damage or expenses arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever and whatsoever, and will protect, indemnify and save and keep harmless the Center from any and all claims, costs or expenses arising out of any failure of the Renter in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, during the rental period set forth hereinabove at the premises known as the Union Community Center.

IN WITNESS WHEREOF, the parties hereto have here until set their hands, in duplicate, the day and year first above written.

"RENTER"

DATE: _____

Signature

Printed Name

Full Address

Phone #

“CENTER”

DATE: _____

Signature

Printed name

Rental Fees: Large Events: \$500.00 plus \$200.00 damage deposit

 Small Events: \$200.00 plus \$200.00 damage deposit

(rev. 2026)