

2012 COATS SENIOR CENTER FACILITY RENTAL AGREEMENT

Please read each of the following requirements. All conditions must be read, understood, and signed before renting the building. The renter must sign a form stating that these regulations are understood before securing the building. The following are the requirements and conditions for rental of the facility:

1. NO RESERVATION WITHOUT DEPOSIT

A \$150 security deposit is due at the time of reservation. This deposit will be fully refunded if and only if the building is left in acceptable condition following the event/s.

2. DISCRETION

Permission to use the Senior Center is at the discretion of the Senior Center Director.

3. NO ALCOHOL POLICY

The Coats Senior Center, Inc. does not allow alcohol on the premises.

4. NO SMOKING INSIDE

Smoking is to be done outside only. No cigarette butts are to be left on the premises.

5. HOURS OF OPERATION

The facility will be rented and used only during permitted hours. Rental parties will not be allowed in the building during the Center's operating hours, which are 8:30 a.m. to 4:30 p.m. Monday-Friday during winter hours and 9:00 a.m. to 5:00 p.m. Monday-Friday during summer hours.

6. COATS SENIOR CENTER FUNCTIONS HAVE PRIORITY

The Coats Senior Center, Inc. reserves the right to use the building for its own purposes, and these purposes will have priority over all other functions.

The following examples that represent this fact include but are not limited to the following:

- a. No furniture is to be moved anywhere else in the building. Tables and chairs may be rearranged to suit the party; **however, no removal of other furniture, television, piano, stereo, other***
- b. No bulletin boards are to be removed for any reason.*
- c. No signage is to be removed for any reason.*
- d. Christmas Trees are not to be removed or dismantled for any reason.*
- e. Quilts and Frames are not to be removed for any reason.*

7. LEAVE BUILDING AS FOUND BOTH INSIDE AND OUT

Failure to leave the building as found will result in the Center keeping your deposit.

The tables, chairs, and other furnishings must be returned to their original location on the premises. ****DO NOT SLIDE TABLES ACROSS FLOOR**

8. RENTER'S CHECKLIST MUST BE RETURNED TO GET DEPOSIT

The Renter's Checklist must be completed, signed, and returned with key.

9. POSITIVE IDENTIFICATION

Persons responsible on the behalf of the renting organization must be 21 years of age or older and present a positive identification.

10. WHEN IS THE DEPOSIT and THE RENT DUE?

The deposit is due at the time of reservation. Then the application for rental must be submitted to and approved by the Senior Center Director. If approved, the rent must be paid at least two weeks prior to the desired date for use.

11. CANCELLATION

If the reservation is cancelled less than 48 hours in advance, the Coats Senior Center will keep 1/3 of the deposit. If the reservation is cancelled less than 24 hours in advance, the Coats Senior Center, Inc. will place the full deposit in its general fund.

12. WE ACCEPT CHECKS WITH CAUTION

At this time only checks will be accepted from approved sources. All other transactions—cash. For all Returned Checks there will be a \$35 fee. If returned checks are not made good with the Coats Senior Center, the Center reserves the right to deny rentals in the future.

13. THE RENTER (IN WHOSE NAME THE BUILDING IS RESERVED) IS RESPONSIBLE

The renter(s) shall be responsible for damage to any property in the rental area and/or for any injuries that might be sustained by any members of the party during the gathering, or as a result thereof.

14. DON'T LOSE THE KEY OR LEAVE LIGHTS ON

There will be a \$20 fee for lost key and/or if lights are left on.

15. THE BELL TOLLS AT 12

The premises must be evacuated by all members of party by 12 midnight. If more time is needed, the director must approve and there will be an additional charge.

16. WHAT IS INCLUDED IN THE RENTAL?

The rental includes the use of the main floor and kitchen. The stage is also available for special uses. The kitchen includes use of utensils, oven, and sinks. No food is to be stored or left in refrigerator. Each renter will be provided with two trash bags. Toilet tissue and paper towels are stocked in restrooms.

17. WHAT IS NOT INCLUDED IN THE RENTAL?

The rental does not include use of offices, computer room, supply rooms, storage rooms, closets.

Also, the Center does not supply sound or audiovisual equipment. Decorations or table cloths are not provided by the Center.

18. THE FOLLOWING AREAS ARE OFF LIMITS TO RENTERS

All offices, supply rooms, storage rooms, closets, special function rooms, volunteer room, and computer room are not to be used by renters.

19. PROPERLY PUT AWAY THE GARBAGE

All trash must be properly bagged, deposited, and placed in site trash bins. Full trash bins must be moved to the area by the aluminum recycle bin.

DO NOT THROW TRASH RECYCLE BINS ANYWHERE!

20. RECYCLE BINS

There are three recycle bins on site at the Center.

- a. One inside for cans
- b. One inside for plastic
- c. One outside for cardboard

21. CLEANING THE FLOORS

Place chairs on top of tables and leave them that way. Floors must be mopped with approved solution. The Director will give you instructions in your rental kit.

Scuff marks must be removed from floor. Special instructions will be in your rental kit. Damage to floors may result in loss of deposit.

22. PROTECT THE WALLS

Keep hands and feet off the walls. Do not put tape on the walls. Do not drive nails in the walls. Damage to the walls may result in the loss of deposit.

23. SUPERVISE THE CHILDREN

Children must be supervised by responsible adults at all times.

24. CHECK FOR LITTER EVERYWHERE

There should be no litter or debris left inside the building or anywhere on the premises.

25. HOW AND WHEN TO GET BACK DEPOSIT

The deposit will not be returned until the following conditions have been met:

- a. The building must pass inspection and be signed off by the director.
- b. The key must be returned.
- c. The rental checklist must be returned with the key.
- d. The renter must schedule a time to return the key and renter's checklist. Keys and checklists are usually returned on Tuesday following a weekend rental.

KEEP THIS PAGE FOR YOUR RECORDS