



# RESERVATION REQUEST AND RENTAL AGREEMENT

## Westside Community Center

Responsible Party: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Description of Proposed Activity/Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

**Please Note: Rental time must include time needed to set-up and clean-up event. There are no early arrivals or late departures. Any time used outside the stated rental hours will be billed at double the rooms hourly rate. Invoice will be sent to responsible party as indicated, and if total amount is not paid within 30 days, invoice will be sent to a collection agency.**

Equipment Requested:  Tables # \_\_\_\_\_  Chairs # \_\_\_\_\_  Projector and Screen  T.V.  Sound System (Only available in Hughes Hall)

### Important Information

- Proof of non-profit status is required.
- Requests are honored on a first come; first served basis.
- We accept cash, check, money orders, and debit/credit cards as payment.
- \$20 NSF fee will be charged for all returned checks.
- You must furnish your own supplies and all other items necessary to conduct your event.
- No rentals past 10:00 pm.
- Whole building rental plus outdoor space includes using any outdoor space on the WCC campus.
- Any room not listed is not available for rent nor included in a whole building rental.

Please mark the requested room(s) below.

✓	Facility	Capacity w/ Tables & Chairs	For Profit Rate Per Hour	Non-Profit Rate Per Hour
	Hughes Hall	120	\$120.00	\$80.00
	Hughes Hall + Stage	120+20	\$145.00	\$105.00
	Stage Only	20	\$50.00	\$50.00
	Café	30	\$100.00	\$50.00
	Upper Classroom	50	\$100.00	\$50.00
	Lower Classroom	50	\$100.00	\$50.00
	Whole Building	Per room	\$280.00	\$150.00
	Whole Building + Outdoor Space	Per room	\$300.00	\$170.00

Please continue on back.



Management will notify you if you are required to hire a security company to supervise your event.

# Rental Agreement

- The signer of the RENTAL AGREEMENT shall be considered the legal agent of the organization or group, and as such, the signer shall be responsible for use of the Center, and compliance with all conditions and related regulations of the City and must be at least 18 years of age.
- The signed copy of the RENTAL AGREEMENT and a minimum payment of 50% of the fee must be provided to guarantee the reservation. Payment in full must be paid at least seven days prior to rental date to avoid cancellation. Community Center staff reserve the right to cancel a rental/event due to lack of pre-payment or shut down an active rental in the event of safety concerns.
- Renters must confine themselves to the approved times and shall be charged double the facilities rate *per hour* if they fail to vacate the facility at the established time. The facility needs to be cleaned and left in its original condition. *(This includes wiping off counters, cleaning all tables, chairs, and removal of all decorations and tape on walls or ceiling)* Additional charges for cleaning will be incurred if not.
- The renter is financially responsible for any damages to property or equipment incurred during their rental period. Prior permission is required for equipment.
- No smoking is allowed within the facility and **ALL** park property is designated *non-smoking (to include electronic devices, marijuana, tobacco)* as defined by City Ordinance #17-7 (6.6.201, 6.6.202, 6.6.203)
- **No alcohol is allowed.** Consumption of alcoholic beverages is prohibited anywhere on the premises. The rental manager has authority to take appropriate action for any violations. All laws pertaining to alcohol consumption will be enforced. Violators of this rule are subject to arrest, forfeiture of damage deposit, and immediate termination of rental of the center.
- The noise level of any activity, including bands and stereos, shall be maintained below the acceptable levels approved by the Noise Control Division of the Police Department. The building/rental manager shall determine the appropriate volume for all activities. Failure to comply shall result in the immediate forfeiture of rental payment and the rental event may be canceled.
- No form of gambling will be permitted on the premises.
- No products, including food, are to be sold on the premises unless proper permits are obtained.
- Keys to the Center will not be issued or loaned to any individual or organization.
- The Center staff will determine if a security guard is required. If required, it is the responsibility of the rental party to provide uniformed, bonded security guard(s) who shall be present during the entire rental period. A signed security agreement would be due seven business days prior to the rental date.
- Parks, Recreation & Cultural Services may require the renter to provide insurance.
- The building/rental manager is in charge of the entire facility and its use at all times and has final authority in resolving disputes.
- At no time shall the number of persons in the building exceed maximum capacity *(per fire code)*, as posted in each room of the facility. Frying of food outside of kitchen, fog or smoke machines, candles, glitter, confetti, hay, and bubble machines are not allowed. **Taping or tacking onto the walls or light fixtures is not permitted** except for masking tape *(includes any type of nails, tacks, etc.)*. Sand, powder, or other items may not be used on any flooring as they cause damage. Table covers are required for all rentals.
- For safety reasons renters and guests must enter through the front door only. All other doors will remain closed except during loading or unloading of event supplies.
- Refunds will not be issued; however, refund requests may be reviewed on a case-by-case basis.

**I have read, understand, and agree to comply with the conditions as stated in this RENTAL AGREEMENT.**

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SIGNATURE OF RENTER

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DATE