

COMMUNITY HALL RENTAL AGREEMENT FORM

EAGLE SENIOR CITIZENS, INC.

312 E. State Street * Eagle, Idaho 83616 * 208-939-0475

Today's Date: _____ Date of Meeting/Activity: _____

Time Reservation Begins: _____ Ends: _____

Organization: _____

Address: _____

Day Phone: _____ Expected Attendance: _____

Purpose of Meeting: _____

Please observe the following rules and regulations:

1. No Smoking inside the building.
2. Alcoholic beverages allowed on premises ***provided*** renter has a permit from the City of Eagle.
3. The piano shall NOT be moved.
4. Renter is responsible for rearrangement/placement of tables and chairs.
5. The area will be left clean and tidy, replacing tables, chairs, etc., to original positions.
6. Dispose all trash into dumpster located at the back of the building.

The Eagle Senior President and Center Board have the right to deny the use of the facilities to any group that behaves in a disorderly or objectionable manner, or violates any of these regulations.

"I have read and understand the Rules and Regulations set forth above. I understand that as sponsor of this meeting/event, I am personally liable for the repair or replacement of any lost or damaged furniture, equipment, etc."

Signatures:

RENTER: _____

CENTER REPRESENTATIVE: _____

Please make checks payable to Eagle Senior Citizens, Inc.

Official Use Only

DESCRIPTION	FEES	DATE PAID	CHECK #
Amount of Rental Agreement	\$		
Amount of Deposit	\$		
Add # Hours Over Agreement	\$		
Total Amount Due	\$		
Less Deposit	\$		
Balance Due	\$		

COMMUNITY HALL RENTAL, FEES AND DEPOSIT
EAGLE SENIOR CITIZENS, INC.
312 E. State Street * Eagle, Idaho 83616 * 208-939-0475

Effective March 2015

Fees for the use of the Senior Citizen/Community Center (known hereafter as the Center) are as follows:

Main Hall	\$25.00 Deposit due at time of reservation with balance due at end of event. \$100.00 for the first two hours \$40.00 for each hour thereafter \$280.00 for 8 hours
Game Room Only	\$25.00 Deposit due at time of reservation with balance due at end of event \$50.00 for the first two hours \$20.00 for each hour thereafter

1. An application for reservation of the facility must be completed before the date of usage.
2. All arrangements must be made during facility business hours—Tuesday or Thursday; 10 AM-3 PM.
3. The time schedule requested must allow for rehearsal, set-ups and clean-up.
4. It is understood that the Center will furnish space but assumes **NO RESPONSIBILITY** for the following:
 - a) Personal property placed in the Center by the renter or guests
 - b) Injury to persons which may occur at a meeting or an activity in the Center
 - c) Center does not have, nor will accept responsibility for any programs or activities held in the Center. The fact that a group is permitted to rent the facility does not in any way constitute an endorsement of the group's policies or beliefs.
5. Equipment must not be moved from one room to another unless previously arranged with the Center.
6. The Center and renter will give 48 hours cancellation notice. If the renter fails to give the 48-hour notice, the deposit fee will not be refunded. The Center will always return the renter's deposit if they meet the deadline or if the Center must cancel for reasons beyond their control such as power/water outage, equipment failure, etc.