

## Rules and Terms for Use of Facilities

- 1. All applicants for use of space must complete the attached application form.** Upon approval of the application by Neighborhood Center staff, the facility user must sign the agreement. Space will not be made available until the agreement has been signed and completed. One individual must accept responsibility for all arrangements under this agreement. This same individual's name must appear on the agreement.
- 2. Reservation.** All reservations must be made at least 1 month in advance and will be confirmed upon receipt of the \$100 Deposit Fee.
- 3. Cancellation.** All cancellation must be made 3 weeks prior to event to receive full refund of deposit.
- 4. Availability.**
  1. Saturday: The indoor multipurpose space becomes available for setup at 5:30PM and outdoor spaces are available for set up all day, but events cannot be scheduled to begin until after 5:30PM. Please Note: With enough notice and for events of a certain size, we can accommodate earlier events on Saturday.
  2. Sunday: The facility is open and available all day until 10PM.
- 5. Property.** The Richmond Neighborhood Center does not provide facility users with tables, chairs, linens, additional lighting, sound/AV equipment, etc. Facility users are free to bring in outside vendors of their choice for any rental needs.
- 6. Alcohol.** Alcohol may be served on the property without a permit but a permit must be obtained if any alcohol will be sold.
- 7. Waiver of liability.** The facility user agrees to waive all claims against The Richmond Neighborhood Center for damage to person or property arising for any reason, except for damages resulting from the active negligence of The Richmond Neighborhood Center. The facility user agrees to indemnify, hold harmless and defend The Richmond Neighborhood Center from all damages to any person or property.
- 8. Staffing.** A "Building Manager" must be on site to provide facility supervision for the entire use period, including setup and clean up. There will be an additional **\$25 per hour** charge to

hire a building manager for the use of the facilities. For **Holiday Rental**; the Building Manager fee is \$50 per hour.

**9. Setup.** No nails or damaging fastener of any kind may be used for any purpose. The Richmond Neighborhood Center does not provide miscellaneous items such as scissors, tape, marking pens, plastic garbage bags and cleaning supplies, etc.

**10. Sound.** Please be considerate of our neighbors. Facility users are required to comply with city noise ordinance and all music should end by 10PM.

**11. Clean up.** At the conclusion of an event, the facility user is responsible for removing all decorations and property belonging to them. The building manager will inspect the facilities after the party.

**12. Waste Policy.** Your payment of the facilities fee ensures that facility users will have access to one recology toter for each trash, recycling and compost and will be responsible for moving all trash to these bins and sorting waste items appropriately. Should facility users leave an excessive amount of trash they will be charged an additional \$100 for its disposal.

I hereby acknowledge that I have read and understand The Richmond Neighborhood Center's Rules and Terms for Use of Facilities.

Date: \_\_\_\_\_

Name (Printed) : \_\_\_\_\_

Signature: \_\_\_\_\_



## The Richmond Neighborhood Center Rental of Facilities Application

### Renter Information

Event Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Event Information

Facilities Reserved:

\_\_\_\_\_ Indoor multi-purpose space and outdoor facilities (including playgrounds)

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Arrive for Setup: \_\_\_\_\_ Expected Clean-up End Time \_\_\_\_\_

Expected Attendance: \_\_\_\_\_



**Facilities Usage Rates**

Facilities Fee			\$ 50
	+		
Rental Rates (minimum 3 hours):	\$150 per hour x # of hours _____	\$ _____	
	+		
Building Manager Rate:	\$25 per hour x # of hours _____	\$ _____	
	=		
<b>Total Fees:</b>	<b>(Due 2 weeks prior to event)</b>		<b>\$ _____</b>

**Deposit Fee:**

**\$100.00**

(Reservation is confirmed upon receipt and will be returned within 1 week of the event)

I have read and understand all the above payment provisions.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date



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Office Use Only

- A. Deposit of \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Receipt \_\_\_\_\_
- B. Balance of \$ \_\_\_\_\_ Paid on \_\_\_\_\_ Receipt \_\_\_\_\_
- C. Reservation confirmed: \_\_\_\_\_
- D. Building Manager Name: \_\_\_\_\_