Facility Rental Agreement

Lunda Community Center
PO Box 1113
405 Highway 54 W
Black River Falls, WI 54615
715.670.0790
lcc@lundacommunitycenter.com

SECTION 1 – RENTAL INFORMATION

Individual/Group/Organization: _____

Contact Person: _____

Cell Phone: _____ Day Phone: _____

Address: _____

Email Address: _____

Date(s): one per line	**Rental Timeframe:**	**Facility/Room:** one per line	**Price Per Hour:**	**Total:** (price × # of hours)

Total Fee: _____ Estimated Attendance: _____

PAYMENT BY CHECK OR CREDIT CARD: A 3% credit card fee will be added to all credit card payments over $1,000.00

Activity: _____ # Tables: _____ # Chairs: _____

Special Set-Up Instructions: _____

_____

Cancelations: *Full refund up to 3 days prior to event. 75% refund within 24 hours. No refund if less than 24-hour notice is given.*

SECTION 2 - RENTAL RATES

Please see LCC Rental Opportunities list for current facility rental rates and room capacities.

LUNDA COMMUNITY CENTER facilities, property and equipment are for the use of LUNDA COMMUNITY CENTER programs and activities. When these facilities are not in use by LUNDA COMMUNITY CENTER groups, they are available for reservation on a limited and space available basis. The LUNDA COMMUNITY CENTER will not rent to groups for political purposes. A LUNDA COMMUNITY CENTER staff person will be present at all rental functions for the entire period of the rental in order to respond in case of a medical or other emergency, and to reduce the LUNDA COMMUNITY CENTER'S risk exposure.

(Over)

FACILITY RENTAL POLICIES

Initial ____ **Attention: Please read the following carefully.**

1. The LUNDA COMMUNITY CENTER has the right to refuse any rental request.
2. The user groups' participants will use only the area specified in this reservation agreement. Participants may not enter or use other areas of the facility.
3. Recurring reservations are not allowed.
4. When bringing food in, please be considerate and leave the room as you come in. No colored liquids allowed.
5. The LUNDA COMMUNITY CENTER may terminate this agreement and permission to use the facilities at any time for good cause and without obligation.
6. User group will be responsible for the conduct of its participants. Chaperons of at least 21 years of age are required at a 1:15 ratio for youth groups.
7. No alcoholic beverages, drugs or smoking will be allowed, regardless of the age of the participants.
8. Decorations for any event may be used only upon prior approval by the LUNDA COMMUNITY CENTER. Confetti is not allowed, in addition to tape with the exception of painter's tape on the walls.
9. The renter shall be responsible for set-up and clean up, including any replacing of tables, chairs, and other equipment. Renters are required to remove (at their expense) materials, decorations, equipment, or excess trash before leaving the facility. Items may not be left without authorization of the LUNDA COMMUNITY CENTER.
10. The renter shall be responsible for any damages to the LUNDA COMMUNITY CENTER facility, property or equipment caused during the rental period.
11. No rental function may be advertised to the public without LUNDA COMMUNITY CENTER authorization. Use of the LUNDA COMMUNITY CENTER's facilities does not imply endorsement or sponsorship of any event by the LUNDA COMMUNITY CENTER. Therefore, promotion shall be designed in such a way that no suggestion of endorsement or sponsorship is implied.
12. Admission fees cannot be charged.
13. Use of entertainment shall be subject to the approval of the LUNDA COMMUNITY CENTER.
14. The LUNDA COMMUNITY CENTER emergency procedures must be read and followed. Staff instructions must be followed.
15. The LUNDA COMMUNITY CENTER does not provide accident or health insurance for its members or participants, invitees, or nonprofit groups renting facilities. It is the responsibility of every individual, their parent or legal guardian, to provide for their own accident and health coverage while participating in any function at the LUNDA COMMUNITY CENTER.
16. The LUNDA COMMUNITY CENTER assumes no responsibility for the personal property lost or damaged of individuals or groups utilizing the facilities and property.

Initial ____ **Custodial/Maintenance Staff Fee:** All rented areas of the room are to be cleaned and left in the condition that they were found in. Renters are required to remove (at their expense) materials, decorations, equipment, or excess trash before leaving the facility. Items may not be left without authorization of the Lunda Community Center. A broom and spray bottle with a towel will be provided to assist with floor clean up and wiping down tables/chairs. **A minimum of $25 per hour cleaning fee will be automatically charged if the rented space(s) requires additional cleaning or damage is found (renters will be charged for any broken and/or damaged items).**

Assumption of Risk and Hold Harmless Agreement: The user organization assumes all risk of loss, damage or injury to persons or property which arises out of the user organization's use of the facilities or equipment at the LUNDA COMMUNITY CENTER. The user organization agrees to indemnify and hold the LUNDA COMMUNITY CENTER, its agents, servants, and employees harmless from all liability, loss or damage whatsoever from.

I acknowledge that I am aware of the risks and exposure both directly and indirectly arising out of, contributed to, by, or resulting from any and all viruses and/or diseases, including but not limited to, the virus "severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)", which is responsible for Coronavirus Disease (COVID-19) and/or any mutation or a variation thereof.

_____ _____ _____/_____/_____
Signature of Participant | Print Name of Participant | Date

_____ _____ _____/_____/_____
Parent or Guardian Signature (if under age 18) | Print Name of Parent or Guardian | Date

Payment Method (Circle One)

Cash: Amt _____

Check: Ck # _____

REQUIRED
CC: Type: _____
CC: Card # _____

Expiration _____ CVV# _____

_____ _____/_____/_____
LCC Staff Initial