



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): _____ Rental Day of Week: _____

Rental Times: From _____ to _____ Total # of Hours: _____

Total Fee: _____ Estimated Attendance: _____

Activity: _____

Tables: _____ # Chairs: _____ Special Set-Up Instructions: _____

Cancellations: Full refund up to 3 days prior to event. 75% refund within 24 hours. No refund if less than 24 hours

SECTION 2 - RENTAL RATES

Room	Member	Non-Member
Multi-Purpose Room	\$ 25/Hr	\$ 30/Hr
Activity Room	\$ 25/Hr	\$ 30/Hr
Great Room	\$ 50/Hr	\$ 60/Hr
Great Room w/ Kitchen	\$ 75/Hr	\$ 90/Hr
Birthday Party Room	\$ 25/Hr	\$ 30/Hr
Small Conference Room	\$ 15/Hr	\$ 20/Hr

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.

FACILITY RENTAL POLICIES

(Over)

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.

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.

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

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

<p>Payment Method (Circle One)</p> <p>Cash: Amt _____</p> <p>Check: Ck # _____</p> <p>CC: Card # _____</p> <p>Expiration _____ CVV# _____</p>
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_____/_____/_____
LCC Staff Initial