

# Room Rental Agreement for **Weed Recreation & Parks District**

161 E. Lincoln Ave Weed, Ca 96094

Contact Person: \_\_\_\_\_ Private Party: \_\_\_\_\_

Organization: \_\_\_\_\_ Non-Profit Tax ID: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

Contact Person Telephone Number(s): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

Which room(s) are needed? \_\_\_\_\_

Purpose for which room(s) will be used: \_\_\_\_\_

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

**Weed Recreation & Parks District** is happy to tentatively reserve space for your event. A minimum non-refundable payment of \$50.00 is required at the time of your reservation to confirm your rental and will be applied toward your total payment.

- Payment in full is due 14 days prior to your event.
- We will also require your signature on the form enclosed. Your signature as a representative of the group using the building constitutes an agreement to release the **Weed Recreation & Parks District** of all liability during, or resulting from, your scheduled event.
- **Proof of liability insurance coverage, must be provided by the renter 14 days before the event.**

<b>Each Occurrence</b> includes bodily injury & property damage	1,000,000
<b>Med Exp</b> any one person	5,000
Personal & Adv Injuury	1,000,000
General Aggregate	2,000,000
Products-Comp/OP Agg	1,000,000
Deductible	1,000

○

- **If an outside caterer is used for the event, proof of the caterer's liability insurance is also required 14 days before the event.**
- There will be an additional \$150.00 fee charged for the use of the kitchen (stove/cooking).
- The rental fee includes the use of the \_\_\_\_\_ room on the day prior to the event to set up or decorate. A \$25.00 per day fee will be charged for additional days.
- A damage/security deposit of \$200.00 is required. If any of the \$20.00 is not needed, it will be refunded. Also, a \$200.00 key deposit is mandatory, refundable upon return of key.
- A non-refundable cleaning fee of \$100.00 is mandatory.
- Our building is smoke free.
-

# Room Rental Agreement for **Weed Recreation & Parks District**

161 E. Lincoln Ave Weed, Ca 96094

## **Building Rental Agreement**

This completed form accompanied with your deposit and signed agreement reserves the space you requested.

**Weed Recreation & Parks District** and the renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing so that your rental can be recorded on the **Weed Recreation & Parks District** event calendar. The contract can be returned to:

**Weed Recreation & Parks District**, 161 E. Lincoln Ave. Weed, CA 96094

\_\_\_\_\_ (Renting Organization or Individual) is responsible for the following:

- Renters must supply their own dishes, utensils, pot and pans, cups, and glasses.
- Clean kitchen after use. Wiped down range, sinks, floor drains, tables and sweep floors. Clean cutting boards.
- All debris and garbage must be put in garbage bags and placed in the dumpster.
- Wipe down all tables and chairs if necessary
- When cleaning, please only sweep the floors. If there is a spill, wipe it up with water only.
- Do not stand on the tables or chairs. Please provide your own ladder.
- When moving tables and chairs, lift them and do not drag them across the floor.
- When attaching table coverings to the tables, use masking tape only. Remove all tape.
- No decorations of any kind are to be attached to the ceilings, light fixtures, sound baffles, or heater.
- Use of staples, pins, nails, or thumb tacks, is prohibited on all walls and moldings. With the exception of Duct tape, tape may be used and must be removed.
- The renter is responsible for the conduct of guests.
- It shall be the responsibility of the renter to pay for any damages to the structure or the furniture during the rental period. Charges will be assessed for replacement cost of items missing or for damages and deducted from the damage/security deposit.

## Room Rental Agreement for **Weed Recreation & Parks District**

161 E. Lincoln Ave Weed, Ca 96094

<b>WEED RECREATION &amp; PARKS DISTRICT COMMUNITY CENTER RENTAL FEES</b>			
<b>Room/Space</b>	<b>Member</b>	<b>Non Profit</b>	<b>Non Member</b>
Grand Room	\$350.00	\$400.00	\$500.00
with kitchen (cooking)	\$450.00	\$500.00	\$600.00
Fitness	\$100.00	\$120.00	\$130.00
with kitchen (cooking)	\$200.00	\$220.00	\$230.00
Conference/Class Room	\$100.00	\$120.00	\$130.00
Kitchen Only	\$150.00	\$180.00	\$195.00
Pool	\$150.00	\$180.00	\$195.00
with party room	\$175.00	\$205.00	\$220.00
Refundable Damage/Security Deposit	\$200.00	\$200.00	\$200.00
Non Refundable Cleaning Deposist	\$100.00	\$100.00	\$100.00
Refundable Key Deposit	\$200.00	\$200.00	\$200.00

The **Weed Recreation & Parks District** will be responsible for the following:

- Set up of tables and chairs
- Providing a clean and orderly space.
- Orientation to the building and equipment use, if necessary.
- A garbage can liners to hold all garbage.
- Access to the dumpster.
- Providing a key to the building which must be returned upon checkout with the Kim or Christy person.
- If the key is not returned, the damage/security deposit of \$200.00 will be forfeited by the renter.

The renter will be responsible for the following:

- During the event, emergency doors must remain unlocked.
- Securing building after your event.
- Check that ALL doors are securely locked. People may have exited from a door you did not previously unlock.
- Close and lock all windows.
- Make sure all blinds or curtains are down/closed.

# Room Rental Agreement for **Weed Recreation & Parks District**

161 E. Lincoln Ave Weed, Ca 96094

I understand and agree to the above conditions. Failure to comply will result in the loss of rental privileges and/or payment for damages to the building. The undersigned is at least 21 years of age.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of (Organization): \_\_\_\_\_

Signed by **Weed Recreation & Parks District** Rental Representative: \_\_\_\_\_

Member(s) on call for this event:

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

### **Weed Recreation & Parks District Use Only:**

Proof of Liability Insurance Received Date \_\_\_\_\_

Proof of Caterer's Insurance Received (if applicable) Date \_\_\_\_\_

\$ \_\_\_\_\_ Payment fee enclosed (minimum of \$50.00) Date Paid \_\_\_\_\_

\$ \_\_\_\_\_ Cleaning Fee Date Paid \_\_\_\_\_

\$ \_\_\_\_\_ Damage/Security Deposit Date Paid \_\_\_\_\_

\$ \_\_\_\_\_ Key Deposit Date Paid \_\_\_\_\_

\$ \_\_\_\_\_ Balance due 14 days before event Due Date \_\_\_\_\_

Date Paid \_\_\_\_\_

# Room Rental Agreement for **Weed Recreation & Parks District**

161 E. Lincoln Ave Weed, Ca 96094

## **EQUIPMENT NEEDS TO BE COMPLETE BY RENTER**

\_\_\_\_ chairs (approximate number)

\_\_\_\_ tables (approximate number)

\_\_\_\_ projector

\_\_\_\_ microphone

\_\_\_\_ sound system

\_\_\_\_ TV control

\_\_\_\_ stove

\_\_\_\_ bar

## **ORIENTATION CHECKLIST TO BE COMPLETE BY **Weed Recreation & Parks District** REPRESENTATIVE AND RENTER**

\_\_\_\_ sound system

\_\_\_\_ bar

\_\_\_\_ light switches

\_\_\_\_ cutting boards (3)

\_\_\_\_ stove use

\_\_\_\_ dumpster unlocked/ garbage can liners supplied

\_\_\_\_ air/heating system

\_\_\_\_ all door locks

\_\_\_\_ restrooms

**Weed Recreation & Parks District** representative:

---

Signature Date

Renter:

---

# Room Rental Agreement for **Weed Recreation & Parks District**

161 E. Lincoln Ave Weed, Ca 96094

Signature Date

## **CHECKLIST FOR RENTER AFTER EVENT:**

- \_\_\_\_\_ all decorations, including tape, must be removed
- \_\_\_\_\_ all tables wiped off (kitchen if used also)
- \_\_\_\_\_ range free of spills and crumbs
- \_\_\_\_\_ floor drains cleaned
- \_\_\_\_\_ cutting boards how many \_\_\_\_\_ (should be 3 red, white & blue)
- \_\_\_\_\_ no food is left in the refrigerator or freezer
- \_\_\_\_\_ floors have been swept (kitchen if used also)
- \_\_\_\_\_ all spills have been wiped up with water only
- \_\_\_\_\_ emergency doors are locked
- \_\_\_\_\_ ALL other outside doors are locked
- \_\_\_\_\_ all windows are closed and locked
- \_\_\_\_\_ shades are down on all windows
- \_\_\_\_\_ all garbage has been placed in the dumpster, including restroom wastebaskets
- \_\_\_\_\_ all lights have been turned off

**\*RETURN THIS CHECKLIST WITH YOUR KEY\***