
EDEN VALLEY COMMUNITY CENTER

Facility Rental Application

Organization/Individual: _____

Address: _____ City/State/Zip: _____

Contact Day Phone #: _____ Contact Evening Phone #: _____

Contact Email(s): _____

Non-Profit? ___ Yes ___ No Type: _____ Tax ID/SSN: _____

Event/Activity Description: _____

Facility Rental Request. Each facility room is rented for Base Rate, plus extra hours. Check all that apply:

<u>ROOM RESERVATIONS:</u>	<u>Base Rate</u>	<u>Additional Hours</u>
Round Top Room (Capacity 20):	4 hours _____	Additional Hours _____
Boars Tusk Room (Capacity 40):	4 hours _____	Additional Hours _____
Sandy River Room Only (Capacity 150):	4 hours _____	Additional Hours _____
Kitchen:	4 hours _____	Additional Hours _____

EVENT RESERVATIONS:

Sundowners Room (Seats 500 /Dining 350) includes: kitchen, beverage room & dressing room.

12 Hours _____ 48 Hours _____

Sandy Rivers Room: (Capacity 150) includes: kitchen & dressing room.

12 Hours _____ 48 Hours _____

Entire Hall (Capacity 500)

12 Hours _____ 48 Hours _____

Event Date Requested: _____

Event Start Time: _____ AM PM Event End Time: _____ AM PM.

Do you want EVCC staff to help set-up / clean-up for this event? _____ YES _____ NO

**Additional charges apply if you want EVCC staff to help with the set-up and clean-up for this event.

Seating Capacity Needed: _____ persons Number of Tables Needed: _____ (8-person round tables / 8-person rectangle tables depending on configuration).

List any Audio Visual equipment you are planning to bring for this event (EVCC has a Computer, Smart Boards, Dry Erase Boards, Sound System & Microphones):

Will Alcohol be served? _____ YES _____ NO (If “yes” an additional deposit is required. A copy of a valid liquor license, permit and proof of insurance must be presented to EVCC staff at least 24 hours prior to the event or the ALCOHOL IS PROHIBITED).

Will Food be served? _____ YES _____ NO

Are you using a Caterer? _____ YES _____ NO If “yes” name and contact information of Caterer must be provided: _____

Will you be having a Band or DJ? _____ YES _____ NO If “yes” name and contact information of Band/DJ must be provided: _____

Will you be charging an Admission Fee for your event? _____ YES _____ NO

Expected Total Attendance: Adults _____ Youth _____ Age Range of Youth _____

ACKNOWLEDGEMENT OF GENERAL RULES AND REGULATIONS AND FEE SCHEDULE

The Applicant certifies that he/she has read, understands, and agrees that they and their event attendees will abide by the “Eden Valley Community Center Rules and Regulations.”

Printed Name: _____ Signature: _____ Date: _____

EVCC Staff Use Only: Date Received: _____ Staff Initials: _____
Items Submitted: Liability Insurance Certificate: _____ Alcohol Permits/License: _____
Deposit Paid: _____ Check #: _____ Deposit Due: _____
Rental Fee(s) Paid: _____ Check #: _____ Rental Fee Due: _____
Cancellation Fee Paid: _____ \$ _____ Check #: _____

Insufficient Clean-Up: A \$25 administration fee shall be applied to the actual costs of clean-up and/or damage deposit and billed to the Lessee when the property or assets are damaged or in cases where the clean-up is unacceptable.

Tear Down Fee: A tear down fee of \$20 per Hour shall be applied to the deposit if the EVCC staff has to return tables, chairs or other furniture/equipment to the appropriate storage area(s) following the event.

If an event is cancelled with less than 30 days' notice, either the base rental rate or the \$100 rental payment will be retained. All other money will be refunded.

No keys will be given out to the facility. All entering must be done through approval of maintenance supervisors.

EDEN VALLEY COMMUNITY CENTER

RULES AND REGULATIONS

1. The facilities and meeting rooms of the EVCC may be reserved between the hours of 7am - 11pm.
2. An application for an organized event must be received at least 10 calendar days prior to the date of the event. Responses to reservation requests will ordinarily be issued within 7 days from the date of submission, except in the case of a memorial service for which a prompt response will be provided. A completed and submitted application does not infer an approval of the reservation request.
3. Lessees and their participants must abide by the EVCC's Good Neighbor Policy which requires participants to refrain from excessive and prolonged noise during the hours of operation. Permission must be received in writing from EVCC staff to utilize amplified sound, drums, or other instruments. Clean-up must be concluded by closing hours.
4. All lessees must keep a copy of their approved rental application on hand in case of a conflict or inquiry. Lessees must present their rental agreement to access room(s) being set up.
5. Use of the facility space is limited to the areas identified on the approved rental application, during the dates and times indicated and only for the stated purpose(s). Rental permits are not transferrable.
6. Tobacco products of all kinds are prohibited inside the EVCC facilities. Smoking is only permitted outside and at a distance of at least 25 feet from any building entrance.
7. Any approved event that includes the serving of, providing of, or sale of alcohol requires the exclusive use of the entire EVCC facility regardless of the event size. Lessees must obtain a 24-hour Malt Beverage Permit or a 24-hour Liquor Catering Permit in order to provide, serve or sell any alcohol. A copy of the valid permit must be presented to EVCC at least 24 hours prior to the scheduled event/activity at which alcohol will be provided, served, or sold. If a permit is not presented to EVCC staff alcohol will not be permitted on the premises. Alcohol is NOT permitted outside of the structural confines of the EVCC building. Alcohol is prohibited on the exterior grounds and parking lot of the EVCC.
8. Decorations must be approved by EVCC staff and may be temporarily attached to the wall using only blue painter's tape provided by the Lessee during the set-up time of the event. All decorations and tape must be fully taken down and removed at the events conclusion.
9. The EVCC assumes no liability for loss, theft, property damage and/or personal injury related to the use of the EVCC facility and property by the Lessee and participants. Lessee will be held responsible for payment of any and all damages to the building, furnishing, fixtures and/or equipment, whether caused by the Lessee or a participant at a cost to be determined by the EVCC.

10. Rental permits and approved applications may be revoked by the EVCC staff if there is a date/time conflict determined by the EVCC. The EVCC staff will attempt, by all reasonable means, to give timely notice of such a conflict.
11. Lessee and his/her participants are required to use the building & grounds responsibly and adhere to all fire, safety, and health codes, including maximum occupancy regulations.
12. Lessees are responsible for any advertising, ticket taking and fee collection for their events. EVCC staff will not provide or participate in any of these functions.
13. Children must remain supervised at all times and are to only remain in the rented rooms/areas throughout the event.
14. Lessees must provide a Certificate of Liability Insurance naming the Eden Valley Community Center as an additional insured according to the EVCC's liability coverage requirements.
15. Event/Activity approvals may be denied if:
 - a. The proposed use or activity is of a nature/size that is inappropriate to the EVCC facilities.
 - b. The proposed use or activity will cause adverse impacts on the facility and its surroundings.
 - c. Applicant fails to remit the required fees, charges, deposits and/or proper evidence of insurance and Alcohol License (if required).
 - d. Applicant knowingly makes false, misleading, or fraudulent statements in the application process.
 - e. Applicant fails to agree to reimburse the EVCC for damages/destroyed property.
 - f. The EVCC is closed for maintenance or in cases of an emergency.
16. Promotional signs and banners require advance written permission from the EVCC staff.
17. All Lessees must return the room/facility to the condition in which they found it at the conclusion of the event/activity.

RENTAL RATES, DEPOSITS AND REFUNDS

1. To make a reservation, either the base rental rate or a \$100 payment is required. Base rate plus deposit must be paid in full 30 days prior to an event. Payment must be made by check, or money order. Payments should be made to Eden Valley Improvement District. Credit cards and cash will not be accepted.
2. Rates for EVCC facilities are based on allocated time noted on the rate sheet. Rental time included set-up and clean-up.
3. Lessees may only use their rented space at the start of their rented time. Lessees arriving late for the reserved time are unable to make up for that time difference at the end of the reservation unless the space is available and not rented to another user or does not impact the next user.
4. In the event of damages, EVCC staff will notify the Lessee of the extent and cost of the damaged property and may require additional funds to pay for damaged property. Otherwise, damage deposits will be returned following the monthly Board meeting (3rd Thursday of every month at 6 p.m.)
5. If an event is cancelled with less than 30 days' notice, either the base rental rate or the \$100 rental payment will be retained. All other money will be refunded.

Applicant certifies that he/she has read, understands, and agrees to abide by the “Eden Valley Community Center Rules and Regulations.”

Printed Name: _____

Signature: _____ Date: _____