

Charleston Community Center Rental Agreement

311 Freedom Rd, Charleston, AR 72933

Mailing Address: PO Box 426, Charleston, AR 72933

DATE OF RESERVATION _____

TIME OF RESERVATION (INCLUDE SETUP AND CLEAN UP TIME) _____ TO _____

Name of group or event: _____ Number in attendance: _____

Will food/drinks be served? YES / NO

Will alcoholic beverages be served? YES / NO

RENTER / RESPONSIBLE PARTY INFORMATION:

Name: _____

Mailing Address: _____

Phone #: _____

Phone #: _____

Email: _____

PAYMENT POLICY: Payment for rental and deposit will be required at the time of reservation. Checks are to be made payable to City of Charleston. Reservation is confirmed when completed Rental Agreement, payment, and deposit are received by the City of Charleston. Reservations not paid in full 10 business days after booking/inquiry are subject to cancellation without further notice. The rental payment will be retained by the City and all or part of the deposit will be returned to the responsible party at the discretion of the City of Charleston depending on the condition of the rental facility and surrounding area when vacated. The undersigned will be held responsible for the damage caused to any facilities and will be charged for time and expense required to make repairs, clean the building and premises, and cure damages, etc. Minimum charge of \$20 per hour.

CLEANING & RESTORATION: All setup, clean up, and removal of all decorations must be completed during the specified rental time period. It is the responsibility of the Renter to restore the rental area to the condition existing prior to the renter's occupancy which includes restoring furnishings to their location and their condition existing prior to renter's use.

CANCELLATION POLICY: A cancellation of the reservation by the Renter must be made a minimum of 15 days in advance of the date of reservation in order to receive a refund of the rental fee and deposit. Any reservation cancelled after the 15 days will result in forfeiting of rental payment.

DEPOSIT RETAINED FOR DAMAGES/FAILURE TO CLEAN OR RESTORE: If, in the sole judgment of the City of Charleston, there is damage to the Community Center or surrounding premises and improvements, the City of Charleston may withhold any or all the deposit paid by the Renter. This remedy shall be in addition to all other remedies including but not limited to legal action to recover damages. Renter shall be responsible for any and all attorney's fees and expenses incurred by the City of Charleston in recovering any amounts due either under this agreement or at law.

RENTAL FEE AND DEPOSIT:

Lobby and Restrooms are shared space in the facility.

Area	Rental (6 hrs.)	Rental (full day)	Out of City Rental	Deposit (refundable)
Meeting Room <i>Food/Drinks Prohibited</i>	25.00 (over 6 hrs. will be \$25/hour)	50.00	27.50 (6 hours) 55.00 (full day)	100.00
Exhibit Hall	50.00 (over 6 hrs. will be \$25/hour)	100.00	55.00 (6 hours) 110.00 (full day)	100.00
Exhibit Hall + Kitchen	Not available	200.00	220.00 (full day)	100.00
Entire Facility	Not available	250.00	275.00 (full day)	100.00
Entire Facility Weekend Rate (1pmFri-11pm Sun)		500.00	550.00	100.00

AGREEMENT:

Renter/Responsible Party Name: _____

Date: _____

(PLEASE PRINT)

Renter/Responsible Party Signature: _____

OFFICE USE ONLY:

Rental Fee: _____

Deposit: _____

Date Received: _____

Deposit Returned: Y / N

Date Mailed: _____

Staff Initials: _____

Rules and Regulations for Charleston Community Center

- Hours of availability for use will be 8AM to MIDNIGHT. No renter shall be allowed use of the facility outside those hours for any reason, including event set-up or break down and cleaning.
- No reservations for the facility will be accepted more than one year in advance.
- Deposit and rental fees are due at the time of reservation. Reservations not paid in full at the time of booking are subject to cancellation.
- **Food and drinks are prohibited in the carpeted areas of the center (Meeting Room & Lobby). Damaged and/or stained carpet tiles will result in loss of security deposit.**
- Renter is responsible for the removal of all food, decorations and trash accumulated during the rental period from the facility. Refuse/Waste bins are located on the east side of the building.
- It is the responsibility of the renter to set up, arrange, wipe down, break down, and return tables and chairs to the storage room. Failure to put away tables and chairs will result in the renter being billed a breakdown/store away fee. **Tables should not be dragged across the floors at any time as this can damage the floor and/or finish. Excessive markings and/or damage to the floors will result in loss of security deposit.**
- Cancellations and changes to a reservation date are required at least 15 days prior to the reservation date, or no refund/transfer of rental fees will be given, only security deposit will be given.
- In the case of multi-day events, the hours of availability for use will remain in effect regardless of total rental period stated on reservation agreement.
- Certain groups and/or persons will not be required to pay a rental fee, only a cleaning fee. A list and related policies will be maintained at City Hall.
- Selling, soliciting and exhibiting of wares must be authorized in advance of reservation.
- Smoking is prohibited inside the facility.
- Use of alcoholic beverages must be indicated on rental agreement at the time of reservation.
- No items shall be fastened to any walls, ceilings, or other painted surface with tape, nails, tacks or any other fastener. Decorative items may be hung using only the existing ceiling hooks already installed in the facility (10-pound weight limit). **Damage to walls or painted surfaces will result in loss of security deposit.**
- Use of incendiary and difficult-to-clean materials for celebratory and decorative purposes is prohibited at the facility. Such items include, but are not limited to fireworks, rice, bird seed, confetti, glitter, sand, saw dust and materials that will stain, burn or otherwise damage the facility. Permitted materials include bubbles, streamers, contained candles, special lighting, etc.
- Proper adult supervision is required for events in which minors are in attendance.
- City of Charleston is not responsible for injuries or accidents incurred by those using the facility.
- The person signing the reservation agreement will be responsible for the conduct of all attendees, as well as any damage incurred to the facility during their occupancy.
- City of Charleston reserves the right to coordinate concurrent events at the facility.
- Use of the facility's tables and chairs is included with rental of the facility. In the case of concurrent events, both renters will have access to and be allowed use of tables and chairs. No one event may claim use of a specific quantity of tables and chairs unless prior arrangements are made at time of booking.
- City of Charleston reserves the right to refuse rental and use of facility for any event, activity, or performance that it determines may cause damage to the facility or those in attendance.
- City of Charleston is not responsible for the storage or security of any item brought in or left at the facility.
- Any item left at the facility after an event will become the property of the Charleston Community Center unless arrangements are made prior to the event. A storage fee may be charged to renter for articles left at the facility after completion of an event or items may be discarded as staff sees fit.
- Refund of deposit to renter will be issued no later than 15 days after use, contingent upon renter restoring rental area to condition existing prior to occupancy.

Signature of Renter

Date