

## Building Use Request Form

### Contact Information

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_ City, Zip Code \_\_\_\_\_

Second Point of Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

### Request Information

Purpose of Building Request \_\_\_\_\_

Date Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Category of Event:      (Non-Profit)      (Personal)      (Community)      (Corporate)

Request Occurrence:      (Once)      (Weekly)      (Monthly)      (Annually)

Approx. Number of Attendees \_\_\_\_\_

Room Requested: (Gym)      (1st floor Conference Room)      (2nd floor Conference Room)

Additional Rental Options: (Pool Tables - \$100) (Sound System - \$100) (Kitchen - \$25/hour)  
(TV/DVD Player-\$25)

### Office Use Only

#### **Rental Fee:**

- \$50 Security Deposit: Date Received \_\_\_\_\_ Initial \_\_\_\_\_
- Personal/Community/Corporate Events: \$25/hr. # of hours \_\_\_\_\_
- All Day: \$350 (8 AM - 10 PM) Security Deposit and half of the fee due at booking with remainder due no later than 48 hours before event or forfeiture of all prior payments
- Non-profit: Discount available (Donations accepted)
- Rental Fee Due: \$ \_\_\_\_\_ Date Received \_\_\_\_\_ Initial \_\_\_\_\_

#### **Deposit Check:**

- Returned:              Date \_\_\_\_\_              Initial \_\_\_\_\_
- Destroyed:              Date \_\_\_\_\_              Initial \_\_\_\_\_
- Key Fob Returned: Date \_\_\_\_\_              Initial \_\_\_\_\_

## Requirements of Renter

- Renter must be 21 years of age
- Renter must pay a **\$50 building deposit** on rental which will be returned to them if area is returned cleaned (see attached list) and in former condition
- Renter must have proof of Homeowner's Insurance and a copy of liability coverage
- Renter must have a copy of a food license from the Branch County Health Department if food will be sold at event
- Cancellation under 48 hours of the event will result in forfeiture of deposit.
- Deposit will be forfeited if the check has not been picked up within 10 days of the event.
- Deposit will be forfeited if the key fob has not been returned within 10 days of the event.
- Absolutely **NO** alcohol or drugs on Coach Eby Center property!

## Terms of Building Use

**Security Deposit:** The Renter deposited \$ \_\_\_\_\_ with the Center as a security for the faithful performance of all conditions and contents in this agreement. The Center may use the security deposit to pay for any damage caused by Renter. If damages by Renter exceed the deposit, Renter agrees to pay the amounts upon receipt of notice of the damage and the amount. If the key fob is not returned Renter forfeits the entire deposit amount.

**Full Payment:** A payment in full of \$\_\_\_\_\_ must be received by the Center before access to the building will be granted. Failure to do so will constitute cancellation of the Rental and the deposit will not be returned. In the case of an all day rental any fees and deposits made will be forfeited if payment is not made in full or a cancellation less than 48 hrs of event.

**Access to Building:** Any Eby Center Board member may enter the Building at any time during the rental term for purposes of inspection or repair. The Eby Center shall not be liable for inconvenience, annoyance, disturbance or other damage to the Renter because of such entry. The Eby Center reserves the right to conduct other activities in the building which may occur simultaneously during the time when the rental is scheduled.

**Liability / Indemnification:** Renter shall be liable for any injury to or death of a person and for any loss and/or damage to the building caused by Renter's negligence. Renter shall indemnify and hold the Center harmless from all liability/claims that may be sustained during rental.

## Acknowledgement:

By signing below, Renter acknowledges and understands all rules and regulations as stipulated in this agreement in its entirety. This contract will serve as receipt of payment made as shown.

Signed \_\_\_\_\_

Date \_\_\_\_\_