

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)

Office Use

Rental Fee:

- \$50 Security Deposit: Date Received _____ Initial _____
- Personal/Community/Corporate Events: \$25/hr. # of hours _____
- All Day: \$350 (8 AM - 10 PM)
- Non-profit: Free but with Deposit (Donations accepted)
- Rental Fee Due: \$ _____ Date Received _____ Initial _____

Deposit Check:

- Returned: Date _____ Initial _____
- Destroyed: 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 provide 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 72 hours of event will result in forfeiture of deposit.
- Deposit will be forfeited if check has not been picked up within 90 days of the event.

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.

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.

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..

Tenets of Faith

All activities held on the Eby Center property must align with our Tenets of Faith.

Acknowledgement

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

Signed _____

Date _____