



# 2019 Rental agreement and contract

## ROOM RENTAL ORDER OF PRIORITY

1. CCC Programs and Events – Programs and events hosted by the CCC.
2. CCC Co-Sponsored Programs and Events – Programs and events with other agencies hosted at the CCC.
3. Umbrella Groups – Programs and events hosted by organizations that are in formal collaboration with the CCC.
4. CCC Members – Individuals who have a current membership with the CCC.
5. Other Non-profit Events
6. For-profit rentals and individuals.

## PRICING QUALIFICATIONS

1. To receive a non-profit room rental rate, an organization must provide proof of federal non-profit status.
2. A "member rate" is provided to members for personal or non-income producing rates.
3. Members hosting an event that generates income are subject to other individual or organization pricing.
4. All other parties, organizations, companies and businesses are subject to other individual or organization pricing.

## RENTAL RATES

Damage Deposit \$ 50.00

Area ( <b>No Admission Events</b> )	Hourly rate	4-hour rate
Old Gymnasium (special permission only)	\$50.00	\$180
Auditorium	\$70.00	\$250
Meeting Room	\$10.00	\$36
Senior Building	\$25.00	\$90

\*Marquee Advertisement is \$5.00 per day\*

Prices may vary for events that admission rates apply. Approved security **MUST** be provided by the renter for all public dances and affairs scheduled to take place after regular Carver Community Center hours. All security must have credential verification. **Absolutely NO HOVERBOARDS! NO bounce houses (unless put together & taken down by professionals).**

**\*\*\*All rental require a Carver Community Center staff present during events at a fee of \$10.00 per hour, if event is scheduled outside of normal business hours\*\*\***



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### **FACILITY USE AGREEMENT**

Thank you for choosing the Carver Community Center, Inc. (CCC) as the venue to host your special event, conference, workshop or meeting. CCC uses the revenues from facility rentals to sustain center operations to provide a variety of youth and family programs and services to our community as well as to the residents of the City of Kokomo and surrounding counties. Priority use of our buildings and grounds will be for programs and activities that support our mission. However, CCC makes space available for rental by individuals, groups and organizations when the events do no conflict with our programming. Requests outside the scope of these rules will be accepted at the discretion of the Executive Director and/or Board of Directors. CCC reserves the right to review and approve or disapprove all activities to ensure that they agree with our goals and objectives of the organization and its standards.

### **RENTAL TERMS AND RATE**

Space is reserved on a first-come, first-serve basis. **VERBAL COMMITMENTS WILL NOT BE HONORED.** All rental space remains under the control of CCC at all times. While the privacy of your event is important to us, we are compelled to familiarize ourselves with your intentions for the use of the facility. CCC employees and designated attendants will periodically check in to see how things are going with your event.

All rental fees are based on a four-hour rental rate, which includes 60 additional minutes for set up, break down, cleanup, and attendant assistance for all events to be divided as needed. (If more time is needed, please let us know in advance.) A damage deposit of \$50.00 is required and is refundable unless damage occur or additional cleaning or labor costs are required. The entire damage deposit and 50% of the rental rate, known as the reservation amount, is required to reserve all spaces unless approval to do otherwise is granted by the Executive Director. The reservation amount must be paid within ten business days of prior to the event. The remainder of the rental fee must be paid five business days prior to the scheduled event.

Cancellation notification must be received in writing or in person at the Carver Administration Office within five business days prior to the scheduled event. Except for acts of nature that may cause the event to be canceled, **under no circumstances are deposits refundable.** CCC will work with the renter to seek an alternative date. An additional hourly rate will be added after 15 minutes past the scheduled event hour.



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No party/individual/organization renting space from CCC has permission to use CCC's name or any exclusive rights to CCC, only for informing guests of venue address, without written approval of the Executive Director. CCC reserves the right to refuse service to any party. **CCC must have a copy of the flyer five business days before the event when the balance of the rental rate is paid.**

An approved, uniformed police officer must be provided by the renter for all public dances and affairs scheduled to take place after regular center hours, with the exception of those with special clearance by the Executive Director. Credentials verification will be done at the discretion of CCC. Non-compliance of this requirement may lead to the cancellation of the scheduled event. Renter must have a uniformed officer on site who is under authority to make an arrest if needed. CCC must be able to verify who the uniformed police officer is. It is the responsibility of the Renter to secure this service.

Renter assumes all risk of damage to property or injury to persons in or about the space from any cause. Renter's signature releases and waives all claims against CCC, its board members, officers, agents, and employees for damages to personal property and/or injury to the renter, the renter's agent, employees, invitees, associates, and contractors in or about the property from any cause arising at any time, except to the extent such damage or injury results from the willful acts or negligence of CCC.

### **SPECIAL RENTAL REQUEST/RATES**

In addition to the completion of a Rental Contract, all special rental agreements must be requested in writing on your organization or company letterhead to the attention of the Carver Center Executive Director for review and approval. Contract and special considerations will be reviewed, and approval will potentially be given to the renter in the most expedient manner possible via phone, email, or by mail. The regular fee schedule will be in effect until approval for special rates is issued by the Executive Director.

Renter's printed name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Carver Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## RENTER INFORMATION

Name of Renter: \_\_\_\_\_  
*(Individual, Business, Organization, Club – Contractually for this rental)*  
 CCC Member: YES \_\_\_\_\_ NO \_\_\_\_\_ CCC Member # \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Work phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_  
 Fax#: \_\_\_\_\_ Email: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Additional Information: \_\_\_\_\_

## RENTAL INFORMATION

Type of function: \_\_\_\_\_  
 Event name: \_\_\_\_\_  
 Reserved space: \_\_\_\_\_  
 Rental day of week (circle one): Sun Mon Tues Wed Thurs Fri Sat  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
 Est. Attend #: \_\_\_\_\_ Admission charging event? YES/NO \_\_\_\_\_  
 Cost: Advanced \$ \_\_\_\_\_ At Door \$ \_\_\_\_\_  
 Will minors be attending event? YES/NO Will alcohol be served? YES/NO  
 Is marquee advertisement needed? YES/NO \_\_\_\_\_ Listing dates: \_\_\_\_\_  
 Marquee listing: \_\_\_\_\_

Uniformed police officer name: \_\_\_\_\_ Badge # \_\_\_\_\_  
 Office company name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact phone #: \_\_\_\_\_ Emergency contact #: \_\_\_\_\_

**Janitorial/Attendant Service:** This required service is \$10 an hour and **MUST** be paid prior to the event. This service is **NOT** negotiable. Attendant is present up to one hour prior and one hour after event has ended.  
 Name of assigned Janitor/Attendant: \_\_\_\_\_

## SET-UP ARRANGEMENTS\*

Rounds _____	8 ft _____	6 ft _____	Chair setup _____
Dance floor: YES/NO	Stage: YES/NO	Podium: YES/NO	

\*No tacks, staples, or nails are to be used in any part of the building