



FACILITY USE AGREEMENT
RIVERSIDE COMMUNITY CENTER
 4498 NW HIGH DRIVE
 RIVERSIDE, MISSOURI 64150
 PH: 816-741-4172

Family/Organization: _____ Expected Attendance: _____

Renter(s) Name: _____

This person is responsible until the last member of the group has left, and for all cleanup and damages.

Address: _____ City/State/Zip: _____

Phone Number: _____ Other Number: _____

Purpose of Rental:

- | | | |
|---|------------------------------------|--------------------------------|
| <input type="checkbox"/> Business Meeting | <input type="checkbox"/> Reception | <input type="checkbox"/> Party |
| <input type="checkbox"/> Reunion | <input type="checkbox"/> Banquet | <input type="checkbox"/> Dance |
| <input type="checkbox"/> Other: | | |

NOTE: All Community Center facilities are rented in four (4) hour blocks, including set up and take down. The fee below reflects the rate for each four hour block. The deposit charge covers the entire rental period.

1. LICENSED SPACE PAYMENT

The City of Riverside grants Renter(s) permission to use, subject all provisions of this *Facility Use Agreement* and the Riverside Community Center Policy, the following space(s) on the date(s) and at the time(s) specified below:

	Date	Time of Use			Security Deposit	Rental Fee	Other Fees
		From	To	No. of Blocks			
Meeting Room 1 or 2 Deposits: R: \$50, NR: \$250, Commercial: \$250 Fees: R: \$30, NR: \$45, Commercial: \$65							
Multipurpose Room/Gym Deposits: R: \$400, NR: \$1,000, Commercial: \$1,000 Fees: R: \$200, NR: \$500, Commercial: \$650							
Kitchen (only in conjunction with other rental) Deposits: R: None, NR: \$300, Commercial: \$300 Fees: R: \$25, NR: \$45, Commercial: \$45							
AMOUNT PAID <input type="checkbox"/> Cash or <input type="checkbox"/> Other							
<input type="checkbox"/> BALANCE OWED or <input type="checkbox"/> PAID IN FULL							

Community Center staff will determine the applicability of the following fees depending on the type and size of event.

- Staff Fee: \$25 per hour
- Public Safety Fee: \$50 per hour per officer

2. PAYMENT SCHEDULE

Payment of the rental fee is required twenty-one (21) days prior to the scheduled use of the facility and must be made in the City Clerk's office. Failure to make such a payment in full within the required time period shall be deemed a cancellation by the Renter(s). Refunds will be made only in case of severe weather or unusual circumstances and must be approved by the City Administrator.

3. SECURITY DEPOSIT

A security deposit is required to reserve all dates. The deposit is refundable at the conclusion of the use time period following inspection and provided all clean up is complete, all amounts due under the *Facility Use Agreement* have been paid and no damages are found. Direct and indirect costs for additional cleaning or repairs will be deducted from the appropriate security deposit. The City Administrator or his/her designated representatives will determine deductions to be made from security deposits. In the event the cost of repairs and/or labor charges exceed the amount of the security deposit, the difference will be billed to the Renter(s).

4. USE OF LICENSED SPACE

Renter(s) will be permitted access to the facility for event preparation only at the time specified on the *Facility Use Agreement*. Termination of the event must allow for adequate time to complete all clean up, storage of equipment and the walk-through inspection prior to the end of the use time period.

5. GENERAL RESTRICTIONS

- No smoking is allowed within any portion of the Community Center.
- No drugs of any nature shall be permitted on City property.
- No candles allowed, except for floating or battery operated.
- The kitchen may be used for warming and serving only. Cooking or meal preparation is not allowed.

6. USE RESTRICTIONS

Renter(s) shall not have the use of, or permit others the use of, any City facilities or equipment not specifically covered in this License, such as the meeting rooms, offices, office phone, kitchen, etc. Normal use of public areas such as foyers, halls and restrooms are permitted. The facilities covered by this License shall be used only by Renter(s) and patrons or guests of Renter(s). This License may not be reassigned.

7. CLEANING

Renter(s) shall be responsible for entire clean up of all licensed facilities and shall leave said facilities in same or better state of cleanliness as when first entered, normal wear and tear expected. Renter(s) shall not use any city janitorial supplies except on the authority of Building Maintenance Custodian. Renter(s) shall pay any janitorial charges incurred by the City to return licensed space to normal state of cleanliness.

8. DEFACEMENT OF FACILITY

Renter(s) shall not injure, mar, or (in any manner) deface City premises or any equipment contained therein, will not drive nails, hooks, tacks or screws into any part of the building, and will not affix by adhesives any signs, posters, notices, or graphics of any description without written consent of the City. Renter(s) agrees that if the premises are damaged by the act, default or negligence of the Renter(s), patrons, guests or any person admitted to the premises by the Renter(s) or Renter(s) agents, then Renter(s) shall pay to the City, upon demand, such sum as shall be necessary to restore said premises to their original condition, ordinary wear and tear expected.

9. INDEMNITY

Renter(s) agrees to defend and indemnify the City, its officers, agents and employees from all claims of every kind including all costs of defense arising out of, or which would not have occurred but for Renter(s) use of the facilities licensed herein. Renter(s) accepts the building and equipment in an "as is" condition. Renter(s) shall be responsible for proper conduct of any and all persons present during the use of the facility, and must be personally present at the facility throughout the use of the facility.

10. DISCRIMINATION

Renter(s) agrees that, during the use of the facility, Renter(s) will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, religion, color or national rights.

11. CANCELLATION POLICY

Individuals or groups requesting cancellation of reservations for any part of the Community Center rental space must do so at least thirty (30) days prior to the scheduled use date. Notice of cancellation shall be made in person or in writing to the City Clerk's office by the Renter(s). If the cancellation request is received less than thirty (30) days prior to the scheduled use date, or if Renter(s) fails to use the facility on the scheduled use date, the Renter(s) will forfeit a portion of the required security deposit in an amount equal to the rental fee for the scheduled use of the facility. Exceptions to this may be made on a case-by-case basis in the event of severe weather or unusual emergency.

12. COMPLIANCE WITH LAWS AND REGULATIONS

Renter(s) shall comply with all laws, ordinances and regulations adopted or established by federal, state or local governmental agencies or bodies and Renter(s) shall obtain and pay for all necessary permits and licenses.

13. CITY'S PRIVILEGES

The City reserves the right to cancel or revoke this Renter(s) at its discretion, as well as the right to enter the premises at any time. The City's liability is limited to refund of rental fee only.

14. RIVERSIDE COMMUNITY CENTER POLICY

THE UNDERSIGNED STATES that he/she has read and hereby acknowledges and agrees to be bound by each and every provision of the above Riverside Community Center Policy (as amended).

Name: _____ Date: _____