

PICK KEY UP THURSDAY BEFORE YOUR EVENT

Fordoche Community Center Rental Agreement *Rules and Regulations*

Entire Building

The Town of Fordoche thanks you for choosing this facility for your function. It is the desire of the town that this facility is kept in the best possible condition so that everyone may enjoy the space, convenience, professional amenities, and overall quality that a facility of this type provides. Please read the following rules and regulations carefully before signing this agreement.

Individuals, groups, or organizations renting the community center are hereafter referred to as renters.

Permission for use of the building will only be granted to responsible adults at least 21 years of age. Use of the building will be determined on a first come - first serve basis. The Mayor and Council reserve the right to deny any individual, group, or organization use of the building for any reason. The Town of Fordoche also reserves the first rights to the use of the facility for town functions.

The building cannot be rented more than one (1) year in advance.

RENTAL FEE

\$500.00 deposit shall be paid at the time the rental agreement is signed, as both a reservation deposit and as a damage deposit for the facility on the time and date hereinafter stated.

\$_____ rental fee shall be paid no later than twenty (20) days prior to the rental date.

Cancellation: If renter notifies the Town of Fordoche of the cancellation for the scheduled event at least **30 days prior** to same, the deposit paid upon application will be refunded. If notice of cancellation is not furnished within said period, then the rental deposit shall be forfeited and no refund will be issued.

A check returned as "N.S.F." will automatically void any rental agreement and a \$25.00 fee will be assessed. This policy applies to both reservation/damage deposit and the rental fee.

***** IF YOU FAIL TO PICK THE KEY UP THE THURSDAY BEFORE YOUR EVENT AND SOMEONE HAS TO SHOW UP AFTER HOURS OR ON OFF DAYS TO GIVE YOU THE KEY (IF SOMEONE WOULD EVEN BE AVAILABLE), YOU WILL AUTOMATICALLY FORFEIT FIFTY DOLLARS (\$50.00) OF YOUR DEPOSIT *****

The building may be available within 24 hours prior to the rental date requested for the event, provided the building is not in use. (*To set -up, etc.*)

The Town of Fordoche Community Center is a public building, therefore smoking is not allowed in the facility. Designated smoking areas are outside only.

1. Renter assumes full responsibility for the character, acts and conduct of all persons admitted to said premises (or any part thereof) by Renter. Renter shall ensure that all persons act in an orderly, responsible and safe manner. The Town of Fordoche retains the right to terminate the event or expel any person or persons who are deemed to be unruly, illegal or acting with dangerous behavior or who are in violation of any other clause of this rental agreement.
2. **DO NOT put or hang anything from the projector on the ceiling. Doing so will resolve in forfeiture of your damage/reservation deposit.**
3. **Renter is responsible for making sure no one parks in the area north of the pavilion (undesignated areas). If this is violated you are subject to forfeiting your damage/reservation deposit.**
4. **Renter is responsible for making sure the air conditioners/heaters are put back on the settings they were when you got there. Failing to do so could cause you to forfeit your damage/reservation deposit.**
5. Nothing in a permanently placed location shall be relocated for any reason upon renting the facility.
6. Renter shall accept full responsibility for any damages to the grounds, building, or equipment. Any property belonging to the community center missing or damaged upon conclusion of the rental will be billed to renter.
7. The Town of Fordoche assumes no responsibility whatsoever for any property placed in or on the rented premises and the Town of Fordoche is hereby expressly released and discharged from any and all loss, injury, or damage to such property that may be sustained by reason to the occupancy of the rented premises under this rental agreement. Renter further agrees to indemnify the Town of Fordoche from any and all such claims or leases.
8. The Town of Fordoche shall not be held liable for any personal articles that have been left behind in the building or on the grounds at the conclusion of the function.
9. Renter shall not admit to said facility a larger number of persons than the capacity listed below as set forth and governed by the Office of the State Fire Marshall.

TOTAL OCCUPANCY 296

10. Renter is required to provide security for certain events with a minimum of 2 police officers. Fordoche Chief of Police, Richard D. Torres, must be contacted at least 30 days prior to event to schedule security officers, which is paid for by Renter. The money **(CASH ONLY)** for police security MUST be paid in advance or Renter WILL NOT receive keys to the Community Center.
11. Renter agrees that the set up of the area(s), including tables, chairs, decorations, etc. are the responsibility of the Renter. **ALSO, THE RENTER IS RESPONSIBLE FOR CLEANING AND PUTTING TABLES AND CHAIRS BACK ON THE RACKS JUST AS THEY WERE FOUND.**
12. Renter agrees that nothing shall be painted, written, glued, taped, stapled or nailed to the walls, ceilings, floors, doors, doorframes or furnishings.
13. Glass containers are not allowed anywhere on grounds/premises.

14. Absolutely no alternative cooking devices are allowed in building except for electrical warming devices, which will not damage surfaces. (Example: crock pots) Not pits, boiling or frying containers allowed in building.
15. Pets are not allowed in the building.
16. No firearms are allowed on property, except for the law enforcement officers on duty at the event.
17. Rental for immoral or illegal events are prohibited.
18. Renters are responsible for removing all decorations and other articles brought into the facility. All trash, such a but not limited to, cans, bottles, paper, decorations, etc. shall be discarded in trash bags and placed in the disposal area designated by the Town of Fordoche.
19. Unless function has a special permit, Renter agrees that music shall be stopped outside of the Community Center at 10:00 p.m. Sunday through Thursday, and stopped at 11:00 p.m. on Friday and Saturday. The function must be stopped at 1:00 a.m., cleaned, closed and locked by 2:00 a.m.
20. The sale of alcoholic beverages is not allowed on the property/facility without all necessary state and local permits obtained by the renter.
21. ***Renter agrees that should the Fordoche Community Center become designated as a Civil Defense or Red Cross shelter, it is understood by the Renter that this contract becomes null and void at no expense to the Town of Fordoche. Any rental deposit collected by the Town of Fordoche will be refunded to Renter should this event happen.***
22. Any event or function held at this facility, which includes an admission charge, sale of goods, or any other transfer of goods or services, requires a license from the Town of Fordoche along with this signed rental agreement.
23. Rental deposits will be refunded by the Town of Fordoche after full inspection by the facility representative, the building and grounds are damage-free and clean, and the Town Clerk has been notified.
24. Renter agrees to pay any and all related cost and charges the Town of Fordoche may incur for NSF checks, attorney fees, court costs and other expenses for which the Renter is responsible, including, but not limited to a \$25.00 charge on all NSF checks, costs for theft and/or damage for amounts over the damage deposit, etc.
25. Renter also agrees that any matter not herein expressly provided shall rest solely within the discretion of the Town of Fordoche.
26. In the event the Renter does not meet any of the terms and/or conditions set forth in this agreement, the Renter will forfeit all monies paid and will be ejected from said premises.

PLEASE NOTE: Renter is responsible for cleaning and putting tables and chairs in their designated areas or Renter is subject to forfeiting a portion of the damage/reservation deposit.

**New Part: 22 – 8ft tables
150 - chairs**

**Original Part: 13 – 6ft tables
50 - chairs**

**BUILDING RENTAL CONTRACT
TOWN OF FORDOCHE
CUMMUNITY CENTER
4261 Overton St
Fordoche, LA 70732**

APPLICATION DATE: _____ FUNCTION DATE: _____

TYPE OF FUNCTION: _____

HOURS: _____ AM/PM UNTIL _____ AM/PM

NAME OF RENTER: _____

ADDRESS: _____

CITY: _____ ZIP: _____

CONTACT PERSON: _____

Person affiliated with group or organization that is renting center.

CONTACT PHONE NUMBER: _____

The Town of Fordoche will not accept responsibility for any injuries, accidents, or stolen articles occurring in the Community Center or on the grounds during the occupancy by any group or person granted permission for the use of the facility. Persons or groups renting facility accept full responsibility for any damages to grounds, buildings, or equipment. Missing or damaged articles will be billed accordingly. All furnishings and equipment must remain in the building. No refunds of deposits unless notice of cancellation is furnished to the Town Clerk at least 30 days prior to scheduled event. The Town of Fordoche reserves the right to refund the rental fee in case of extenuation circumstances.

I certify that I have read, understand, and will comply with the policies as set forth by the Town of Fordoche for the use of this facility. I acknowledge receipt of the Community Center Rules and Regulations and agree to comply with same.

RENTER'S SIGNATURE: _____ DATE: _____

DEPOSIT (Reservation/Damage): \$ _____ DATE PAID _____ CHECK # _____ RECEIPT # _____

RENT \$ _____ DATE PAID: _____ CHECK # _____ RECEIPT # _____

Police Security: \$ _____ Receipt# _____

TOTAL: \$ _____

Town Representative _____ Date _____