

**MART COMMUNITY CENTER**

TELEPHONE: (254) 876-2034

DATE: \_\_\_\_\_

**RENTAL AGREEMENT**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ TELEPHONE \_\_\_\_\_

DATE OF RENTAL \_\_\_\_\_

AREA TO BE RENTED \_\_\_\_\_

**CONDITIONS APPLYING TO RENTAL**

1. **The rental party is responsible for the conduct of the attendees.** The rental party is financially responsible for any damage to the building, equipment and/or grounds.
2. **Rental parties will be responsible for furnishing their own security if alcohol is served. No alcohol can be sold. The name, address and telephone number of the certified security person must be furnished to the manager prior to the rental. Security by a Mart police officer is required. Two officers are required at all events where alcohol is served up to 300 guests. An additional officer will be required for each additional 150 guests.**
3. **50% of the rental fee plus the deposit is due when the rental agreement is signed. The balance is to be paid when the key is picked up.** Full refund when cancellation is received 15 days in advance of rental. No refund thereafter.
4. No tape, tacks, nails, staples, etc. may be used to attach items to the wall or ceilings of the Center
5. Decorations and food are to be removed by the rental party before leaving.
6. Deliveries for Caterers, Band equipment, D.J. or other equipment shall use the back (south) or west entrance of the building.
7. We will assist in placing tables, chairs and stage risers if a placement diagram is provided at least ten (10) days prior to the date of use.
8. For your comfort the building has both heating and cooling systems. Please keep all outside doors closed at all times.
9. **The Mart Community Center is a smoke free facility.** Please use the outside receptacles to discard cigarettes. The security deposit will be forfeited if the rental party or guests smoke in the building.
10. Mart Community Center Board may terminate this agreement upon three (3) days notice to the rental party in the event and in the sole opinion of the Board, that the Center is untenable due to fire, windstorm, tornado, flood, etc. No notice is required if any of the aforementioned events occur within three (3) days prior to the rental date. Upon such

termination, the deposit will be returned to the rental party and responsibilities of both parties under the rental agreement shall terminate.

11. The rental party shall indemnify and hold the Board and its employees forever harmless from any loss, cost or expense, including reasonable attorney fees, incurred by the Board and its employees, by reason of any injury or damage to persons or properties occurring within the rental premises, unless such injury or damage is determined by a court or competent jurisdiction, to have been caused by or result from the negligence of the Board or its agents.

#### RENTAL CHECKLIST

1. **All outside doors must be locked by 1:00 a.m.**
2. **Kitchen stove overhead extinguisher-** a \$600 charge will be made if, in the duration of the rental, the kitchen stove overhead fire extinguisher system is activated by the manual controls. Hand extinguishers are located near the stove in case of emergencies.
3. **Exhaust fan and makeup air fan:** At anytime the stove or ovens are used these fans must be in operation to prevent discharge of the automatic fire extinguisher system.
4. **Warming oven**
5. Brooms, mops, garbage bags, towels and toilet tissue are found in the entry closet of the Community Center.
6. **Expected clean up in all areas: the rental party will clean up spills on floors or tables. Mop with clear water only. Water used for mopping should be poured outside the back door. DO NOT POUR MOP WATER DOWN THE SINKS. Put all garbage in the dumpster provided outside the building.**
7. There will be a charge for extra clean up in the rooms or kitchen left not cleaned. The extra clean up rate is \$25.00 per hour.
8. **Lights**—inside, outside and stage must be turned off at end of the event.

**This agreement has been explained to me. I have read the Rental Agreement and I agree to abide by its terms and conditions. I also agree to retain a signed copy of said agreement. The Mart Community Center will retain a signed copy as well.**

RENTAL PARTY

MART COMMUNITY CENTER

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

# MART COMMUNITY CENTER

## RENTAL RATES

### EIGHT (8) HOUR RATE

ENTIRE CENTER -----	\$400.00
AUDITORIUM, KITCHEN, DINING ROOM -----	\$350.00
DINING ROOM, KITCHEN -----	\$200.00
MEETING ROOM, KITCHEN -----	\$100.00
MEETING ROOM, DINING ROOM -----	\$175.00

### HOURLY RATE

DINING ROOM, KITCHEN, 4 HOUR MINIMUM ---- \$120.00  
PLUS \$30.00 PER HOUR FOR EACH ADDITIONAL HOUR.

AUDITORIUM (FOR DECORATING & TAKE DOWN ONLY)  
4 HOUR MINIMUM ----- \$100.00  
PLUS \$25.00 PER HOUR FOR EACH ADDITIONAL HOUR.

MEETING ROOM ----- \$15.00

SOUND BOOTH RENTAL ----- \$40.00

USE OF MICROPHONES, EACH ----- \$15.00

### SOUND SYSTEM OPERATOR

PAYMENT FOR THE CENTER APPROVED OPERATOR TO  
RUN THE SOUND SYSTEM IS THE RESPONSIBILITY OF  
THE RENTAL PARTY.

RENTAL DEPOSIT ----- \$100.00

THE DEPOSIT IS \$300.00 IF ALCOHOL OF ANY KIND IS  
SERVED. PLEASE REFER TO ITEM #3 UNDER THE  
RENTAL CONDITIONS (RULES)