

Community Center Rental Agreement



111 W 5TH AVE
 SAN MANUEL AZ 85631
 520-999-5422
SANMANUELCOALITION.ORG
SANMANUELRC@GMAIL.COM

This Application form and deposit must be provided to SMRC to guarantee your room reservation—any reservation without the application and deposit paid is subject to cancellation without notice.

APPLICANT INFORMATION				
Individual(s)/Organization renting facility:				
<input type="checkbox"/> Private Event	<input type="checkbox"/> Non-Profit Org/Church/Service Club			
<input type="checkbox"/> Corporate Event	<input type="checkbox"/> Hourly Class			
CONTACT INFORMATION				
Primary Contact Person _____				
Mailing Address _____				
City _____	State _____ Zip _____			
Phone Number(s) _____				
E-mail Address _____				
EVENT INFORMATION				
Event Description: _____	Estimated Attendance: _____			
Event Date: _____	Event Time: _____			
Reoccurring Event	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<table border="1" style="width: 100%;"> <tr> <td>Term Length- _____</td> </tr> <tr> <td>Days Requested- _____</td> </tr> <tr> <td>_____</td> </tr> </table>		Term Length- _____	Days Requested- _____	_____
Term Length- _____				
Days Requested- _____				

I hereby certify that I am an agent of the above-named organization/individual and have been authorized to accept in their name, the responsibility for observance of the rules and regulations of San Manuel Revitalization Coalition as a condition of the issuance of this permit. I agree to release San Manuel Revitalization Coalition, Pinal County, their employees, and leaders of all liability related to accidents or injuries which myself, members of my family or any participant might incur while participating in the above-mentioned event. Participants in the above-mentioned event are not covered under San Manuel Revitalization Coalition or Pinal County's medical insurance policy. I understand that the permit for use of the facilities may be cancelled if any of the rules are violated and future use may be denied.

 Authorized Signature

 Date

FEE SCHEDULE—*subject to change by resolution from San Manuel Revitalization Coalition*

\$25.00	Hourly Rate (1 to 3 hours) Times must include set up and tear down	DEPOSIT	\$50
\$150.00	Half Day Rental (4 to 6 Hours) Times must include set up and tear down	DEPOSIT	\$100
\$300.00	Full Day Rental (7 to 14 Hours) Time must include set up and tear down	DEPOSIT	\$300

COMMUNITY CENTER USE AND RULES

Tables & Chairs—SMRC has provided tables and chairs for the community center to accommodate approximately 60 occupants. **You are responsible for setting up/taking down tables and chairs for your event.**

Kitchen—The community center is provided with a kitchen area containing a sink, coffee maker, and clean up area. Users may provide their own food and beverage or utilize a professional caterer. All excess food and beverages from an event must be removed from the kitchen following the event and all furnishings and fixtures shall be cleaned and wiped down after use. Any items needed for serving must be supplied by the user.

Entrance & Doors—Entrances to the community center shall be limited to the Northeast (main) entrance during events. All doors are required to be closed in the normal course of use of the building to meet fire codes. Doors will not be allowed to be “propped” open and left unattended. All emergency exit doors must be kept clear of obstructions in case of emergency.

Accessing the Community Center— The event coordinator will unlock and lock up for events. During this time, an inspection will be done. First by the user to make sure it is clean and then by a San Manuel Revitalization Coalition board member to check for damages and cleanliness.

Smoking—The community center is a smoke-free facility.

Deposit- A deposit is required when reserving the community center to hold your reservation date and time.

Damages—Any damages to the facility or loss of equipment must be reported, repaired, or replaced within 48 hours of an activity. A complete inspection of the facility will be undertaken directly after an event. A credit/debit card and current ID needs to be given to the event coordinator for the deposit. SMRC has 10 days to return your deposit. If you do not have a credit/debit card, then a \$1000 cash deposit is required. Glitter is not allowed at the community center at any time.

Initial _____

User Restrictions—San Manuel Revitalization Coalition has the right to deny the use of the community center to any individual, group, or organization that has its use privileges revoked due to mistreatment of the facility, failure to conform to SMRC policy or userules. No political events will be allowed. Distribution of food for profit will also not be allowed. To use the grounds outside of the community center, you need to get a permit from the county allowing you to use them.

Assignment—The applicant shall not assign, transfer, or sublet their agreement for the community center.

Liability—The group, individual, or organization using the community center shall agree to compensate SMRC for all damages to facilities, equipment or other property owned by SMRC, and further assumes all liability for any personal injuries, including death, caused by participants in the scheduled event. Your credit/debit card will be charged to cover the cost of damages. You can also get insurance to cover your event through your business or homeowner’s insurance.

Initial _____

Refunds—Rental fees and other charges are completely refundable if SMRC cancels the use of the community center for any reason other than violations by the user. In the event the agreement holder requests cancellation more than fourteen (14) days before the event, a full refund will be issued. There will be no refund for any user cancellation less than fourteen (14) days before the event.

Reservations—All room reservations must be accompanied by a completed rental agreement and deposit. Any reservation not accompanied by a completed agreement and deposit may be cancelled and the room provided to another potential renter with a completed agreement and paid deposit. Rental fees are due fourteen (14) days before the event. Reoccurring events may reserve the community center for three (3) months at a time. A one hour minimum is required to reserve the community center.

Acknowledgements—By the following signature, I acknowledge that SMRC has provided me with a copyof the rules for use of the Community Center. Furthermore, I have read these rules and agree to abide by them and inform other using the community center of the rules and ensure their compliance with these rules. Initial _____

