



Town of Clarksville

Community Center Rental Application & Contract

| | | |
|-------------------------------|----------------------|----------------------|
| Rental Date(s) | Function | Number Attending |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Responsible Party | Home Phone | Other Phone (cell) |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address | State | Zip |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Security Deposit Contact Name | | |
| <input type="text"/> | | |
| Address | State | Zip |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Start Time | End Time | |
| <input type="text"/> | <input type="text"/> | |

Contract

- Community Center is available from 8:00 a.m. until 1:00 a.m. on the rental date(s). Rental rate includes available tables and chairs.
- Additional-day discount applies to functions booked for consecutive rental days.
- Security Deposit is due with application. Security Deposit is forfeited if reservation is cancelled within 30 days of rental date. An alternate rental date will be permitted if agreeable to both parties. A \$50.00 rebooking fee will be charged if reservation is postponed within 7 days of the rental date.
- Balance due must be paid at least 30 days prior to rental date. Any balance outstanding 15 days or less prior to rental date must be paid by cash, cashier's check, or money order.
- Renter is responsible for event set-up, including placement of tables, chairs, or other equipment. Special care must be taken not to damage floor when moving tables and chairs. Tables and chairs must be put back in storage after the event, unless otherwise directed. All items and materials used for the event must be removed before leaving. Renter will provide all consumables, including food service supplies, ice, coffee, garbage bags, extension cords, etc.
- Renter is to leave the Community Center in good condition. The renter is responsible for any losses or damages to the building, including walls and floors, grounds, equipment, décor, or fixtures belonging to the Center that occur before, during, or after the event. If the premises is damaged, or left in a disorderly or dirty condition, the security deposit will be forfeited. Additional cleaning or damage fees will be charged as required.
- Renter may not attach anything to the interior or exterior of the building.
- Security Deposit will be refunded if no damages or disorderly conditions are observed during postevent inspection. The Rental Check-out List must be completed and signed by the renter. The Community Center key must be left with the Rental Check-out List.
- Renter is responsible for any licenses (liquor, etc.) required by law, insurance, and associated costs.

Fee Schedule

| | |
|------------------------------|----------------------|
| Rent per day (\$350.00) | <input type="text"/> |
| Additional Day(s) (\$200.00) | <input type="text"/> |
| Security Deposit (\$200.00) | <input type="text"/> |
| Subtotal | <input type="text"/> |
| Balance Due | <input type="text"/> |

I have read this Rental Contract and I agree to abide by the terms stated.

| | |
|----------------------|----------------------|
| Renter's Signature | Date |
| <input type="text"/> | <input type="text"/> |

The following information is required by USDA Rural Development, a federal agency that participated in funding the Community Center Project:

All applications are considered without regard to race, color, religion, sex, national origin, age, marital status, or physical or mental handicap of the members of the groups applying for application (provided the applicant has the capacity to enter into a legal contract), and service must be extended on the same basis. The information solicited on this application is requested by the Town of Clarksville in order to assure the Federal Government, acting through the USDA, Rural Development, that the Federal Laws prohibiting discrimination against applicants are complied with. You are not required furnish this information, but are encouraged to do so. This information will not be used in evaluation your application or to discriminate against you in any way. However, if you choose not to furnish it, the Town is required by USDA, Rural Development to note the race/national origin and sex of an individual applicant on the basis of visual observation or surname.

Check Race:

| |
|--|
| <p>American Indian/Alaskan Native</p> <p>Asian</p> <p>Black/African American</p> <p>Native Hawaiian/Other Pacific Islander</p> <p>White</p> <p>Hispanic/Latino</p> |
|--|

Release and Waiver of Liability

This Release and Waiver of Liability, made this of by and between

hereinafter referred to as "Lessee", party of the first part, and THE TOWN OF CLARKSVILLE, VIRGINIA, hereinafter referred to as the "Lessor", party of the second part,

R-E-C-I-T-A-L-S

1. The lessor is the owner of certain property located at 103 WOODLAND DRIVE, CLARKSVILLE, VIRGINIA 23927, upon which property is situated a community center.
2. Lessee desires to lease said premises from the lessor for the purposes of
3. As an inducement for lessor to lease to lessee said premises, lessee has agreed to enter into this agreement of release and waiver of liability.

W-I-T-N-E-S-S-E-T-H

NOW, THEREFORE, for an in the consideration of ONE AND NO/100 (\$1.00) DOLLARS, cash in hand paid, the receipt of which is hereby acknowledged, the lessee does for himself, his heirs, successors, assigns, and invitees waive and release any and all rights that the lessee or any person claiming through the lessee may have to claim against the lessor or any member of its Town Council, employees, and other officials, any and all claims arising out of any damages, injuries or death which may occur as a result of the lessees use of the community center premises.

Lessee further agrees to indemnify and save the lessor harmless from any and all claims, loss, damage, injury, however caused, resulting from, arising out of or in any way connected with its use of the premises commonly known as the Clarksville Community Center or by any negligence or alleged negligence on the part of the lessee, his agents or employees.

By signing this release and waiver of liability, the lessee understands that it is giving up, waiving and releasing any right if may have to sue or make a claim against the lessor, the members of the Town Council of the Town of Clarksville, Virginia, or any town employees for any injuries of the lessee, invitees or guest makes the same while using the premises known as the Clarksville Community Center. It is the lessees intent to give up these rights and to provide and this hold harmless agreement and the lessee does so knowingly and voluntarily.

Lessee Signature (SEAL)

Date

Acknowledgement of Security Deposit Refund

Security Deposit Refund Amount

Renter's Signature

Date

Town Staff Signature

Date



Town of Clarksville

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| Responsible Party | Home Phone | Other Phone (cell) |
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| Address | State | Zip |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Security Deposit Contact Name | | |
| <input type="text"/> | | |
| Address | State | Zip |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

The Following MUST be done prior to checking out of the Community Center

| | Renter | Superintendent |
|--|----------|----------------|
| 1. Bag any trash/debris and place in dumpster behind building | 1. _____ | 1. _____ |
| 2. Clean any spills or marks on floor | 2. _____ | 2. _____ |
| 3. Stack chairs on rollers and place in storage* | 3. _____ | 3. _____ |
| 4. Collapse tables and place in storage* | 4. _____ | 4. _____ |
| 5. Remove all personal belongings from building | 5. _____ | 5. _____ |
| 6. Turn off all lights (hall lights do not turn off) | 6. _____ | 6. _____ |
| 7. Lock all doors, exit through side door, leave a key and this form in drop box by side door | 7. _____ | 7. _____ |

* Chairs and tables must be stored unless otherwise directed. Please do not drag chairs or tables across the floor, as this will cause damage.

* Reminder - The Community Center is available on your rental date from 8:00 a.m. until 1:00 a.m. If extended set-up or clean-up time is required, you will need to book an additional day.

I UNDERSTAND THAT IF I DO NOT COMPLETE THE ABOVE CHECKOUT TASKS PRIOR TO LEAVING THE COMMUNITY CENTER ON MY RENTAL DATE, I RISK LOSING ALL OR PART OF MY SECURITY DEPOSIT, PLUS ADDITIONAL DAMAGE/CLEAN-UP FEES.

| | |
|----------------------|----------------------|
| Renter's Signature | Date |
| <input type="text"/> | <input type="text"/> |

Emergency Telephone Numbers

Clarksville Police Department ~ 434-374-8100
 Maintenance ~ Walter Terry 434-210-0913 or 434-210-8179

Superintendent's Notes on condition of the building