

FACILITY USE CONTRACT - BELGRADE SENIOR CENTER

92 E Cameron Avenue, Belgrade MT 59714

406-388-4711

Building Capacity: 108 persons

Office hours 9:00am-2:00pm (closed on Saturday or Sunday)

Name: _____

Organization: _____

Address: _____

Phone Number (h) : _____

Phone Number (c) : _____

Event Type: _____

Date(s) of use: _____

Arrival Time: _____ a.m./p.m.

Departure Time: _____ a.m. / p.m.

Expected Number of Attendees _____

Special Arrangements: _____

Rental Fees and Terms:

Belgrade Senior Center (BSC) hall rental fee is a suggested donation **\$150.00** for an 8-hour block. Suggested donation rates for additional hours are **\$25.00** per hour. The use of BSC commercial, licensed kitchen is available for an additional suggested donation of **\$150.00**.

A **\$200.00** deposit is required to reserve a date and fees must be paid 7 days before date usage. Deposit will be returned within 30 days after use of facility if the building is left in clean and working condition and no equipment or property damage has occurred. If deposit is paid to reserve a date(s) and hall is not rented, BSC reserves the right to retain the deposit to cover loss of not being able to rent facility.

If the building key is not returned within 24 hours of facility use the rental date, person(s) or organization will be responsible for locksmith fee to re-key all BSC doors (\$150-\$200) which will be deducted from your deposit.

A 20% discount on facilities suggested donation may be extended to any BSC member in good standing for a minimum of one year.

I hereby agree to comply with the Title IX of the Civil Rights Act passed by Congress, all laws, rules, regulations, and ordinances of the State of Montana, City of Belgrade, and the Belgrade Senior Center. Lessee agrees to save, protect, and hold harmless Lessor from any and all liability or for injury or death to persons or damage or destruction of property arising out of their use of the Belgrade Senior Center. Lessee recognizes and accepts any present hazards that may come to exist during the term of the contract and shall not cause these hazards to be a defense against its liability in accordance with this agreement. This Hold Harmless Agreement shall protect Lessor from suits, damages, investigations, or legal fees whether or not such injuries or death to persons or damage or destruction of property is to members of the public, employees or volunteers or the Lessee program or its participant.

*I have read the Belgrade Senior Center **Facilities Use Policies** and **Clean-up Checklist** and I understand the responsibilities as a renter of the facility.*

Signature of Responsible Party (Lessee)

Date

Print Name

Signature of Belgrade Senior Center Representative (Lessor)

Date

The members and staff of the Belgrade Senior Center sincerely appreciate your business!

Office Use Only

Hall Rental Suggested Donation	(8 hr.) \$150 – Date Paid _____
Commercial Kitchen Suggested Donation	\$150 – Date Paid _____
Overage hrs. @ \$25 x _____ hrs.	Date Paid _____
Deposit Fee \$200 – Check # _____	Date Paid _____
Pre-usage walk thru	Date _____ by _____
Post-usage walk thru	Date _____ by _____
Key returned	Date _____
Refund check issued	Date _____
Refund check	Amount _____

(Explanation of refund amount, if needed:

BSC volunteer assigned to event _____
Phone _____

Request and verbal approval for use of public address system,
keyboard or piano given by _____

Belgrade Senior Center Facility Rental Policies and Rules

1. The Belgrade Senior Center is a tobacco free environment
2. No illegal activity of any kind on or near the premises
3. It is recommended that individuals or groups entering into a facility contract with the Belgrade Senior Center have their own event liability insurance
4. No alcoholic beverages may be consumed or sold on the premise
5. No animals are permitted in the building.
6. Do not remove furniture (piano and bingo machine included) other than tables and chairs. Avoid marring or scratching floors when moving furniture.
7. If the building key is not returned within 7-days of facility use the rental date person(s) or organization will be responsible for locksmith fee to re-key all doors (\$150-\$200).
8. Facility renters will supply their own coffee, and paper products, such as napkins, plates, cups, plastic ware, coffee filters, etc.
9. If commercial kitchen is used, all equipment and supplies must be left in original location and in clean working condition. Our kitchen staff depends on equipment and supplies to be in the present location to efficiently and timely prepare the Meals on Wheels and congregate meals. Your effort to ensure you are not adding extra time and energy to their work day is greatly appreciated. It is recommended renter take cell phone photos of placement of equipment and supplies to ensure placement is accurate prior to departure.
10. Renter(s) and organizations are responsible for clean-up of space used and for breakage or damages that may occur. If clean-up is not done satisfactorily, deposit may be retained for professional cleaning service fee. Unnecessary breakage and/or damage will result in additional charges due and payable upon inspection and evaluation by the Center.
11. The Belgrade Senior Center is not liable for loss of personal items.
12. If using the outdoor areas, which includes the walking trail and pavilion, please clean-up after pets.

BSC Emergency Contact: _____

Phone #: _____
Phone #: _____

**Please contact the Emergency Contact with any problems concerning the building before leaving the facility.
Contact 911 for any other emergencies.**

**Belgrade Senior Center
Building Rental
Cleanup Checklist**

Date: _____

Name: _____

- Wipe off tables in dining room.
- Wipe off counters in kitchen.
- Place tables and chairs in the dining room and back to the general vicinity of original placement.
- Furniture has been wiped down or cleaned as necessary.
- Sweep dining room and kitchen floor as needed.
- Empty all trash cans in kitchen, bathrooms, and hall, into dumpsters near outside back door. Put clean liners in trash cans. Brooms, mops, etc. are behind the door.
- Clean up after pets using the walking trail if applicable.
- Turn off all interior and exterior lights. Leave light on in front foyer.
- Turn off ceiling fans or air conditioners.
- Secure all exterior doors. (front, back and side).
- Close and lock all windows using wooden bars. Leave blinds open for police patrol.
- Return key to BSC within 24 hours.