



Indian Center Rental Contract

CONTACT PERSON

First Name:		Last Name:	
Address:		Phone:	
City:	State:	Zip:	Email:

MEETING/EVENT INFORMATION

Name of Group:	Purpose of Meeting/Event:
Specific Date(s) Requested:	Private or Public Event:

Available Facility Rental Hour(s): Saturday, Sunday 9 am-10pm *Funerals and Wakes are exempt to facility rental time and day constraints*

Time of Event(s):

Select the Room(s) you are requesting: <input type="checkbox"/> 1 st floor - Main Event Space <input type="checkbox"/> 1 st floor - Kitchen <input type="checkbox"/> 2 nd floor - Upstairs Community Classroom <input type="checkbox"/> Dance Grounds	Other requests (additional fees may apply):
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GROUP SIZE	DEPOSIT	FEE (4 hours, \$25 extra /hr)
20 or less	\$50.00	\$50.00
20-50	\$75.00	\$75.00
50-100	\$100.00	\$100.00
Dance Grounds <small>*In the case of inclement weather, regular building use fees will apply</small>	\$150.00	\$150.00

***American Indian Community Members are exempt from building use fees for wakes and funerals, a deposit of \$100 is still required**

FOR STAFF USE ONLY

Added to Calendar of Events: Yes or No	Door Code: Yes or No
Deposit Received: Yes or No Deposit Returned Yes No Date Deposit received: Date Returned: Deposit Amount: Received by (Staff person):	Pmt Received: Yes or No Date Payment received: Pmt Amount: Received by (Staff person):

BUILDING USER RESPONSIBILITIES

Request forms must be completed and signed within 48 hours after a verbal request is made. Requests must be made at least 1 week in advance of the event. Deposit and fee must be paid at the time the form is completed in the form of cash or check for the deposit and fee.. We are unable to rent the facility without a completed rental application and payment prior to events. Please make checks payable to Indian Center Inc.

POLICY AND PROCEDURE FOR DEPOSITS ON FILE:

The Indian Center will not hold deposits on file for any individual unless there is a current Partnership or MOU on File with the Executive Director and Board.

- I understand that I will need to provide a deposit and fee for each event.

POLICY AND PROCEDURE OF THE BUILDING

- I agree to follow the Indian Center Policy and will not have any concealed weapons or firearms on the premises.
- I agree to limit the activity to the requested areas and agree to keep all individuals out of all other areas of the building.
- I agree to clean up ALL areas used, Including restrooms and all outside areas. The Indian Center will provide cleaning supplies to ensure all areas are clean.
- I agree and understand that all events end and are to be cleaned up by 10:00 pm. If an Indian Center staff person has to clean up any areas, ALL the deposit will be forfeited.
- I understand that **smoking is not permitted inside the building and Alcohol is not allowed on the property.** If smoking occurs within the building or if alcohol consumption is evident anywhere inside or outside of the building, the person responsible understands that staff will ask that it discontinue at once. If it is not discontinued, the police will be notified. Deposits and future use of the building will be forfeited.
- I understand that Indian Center Inc. will not be held liable for any injuries, accidents, lost or stolen personal items or damages to personal property during events held at Indian Center Inc.
- I understand that in the event damages to the building exceed the amount of the deposit fee, I will be responsible to pay for all costs associated with repairs.
- I understand that Indian Center, Inc. reserves the right to postpone or cancel events, if the building should be requested by a member of the American Indian community for a wake and/or a funeral. **All deposits and building use fees will be refunded.**

POLICY AND PROCEDURE FOR FUNERAL USE:

- I agree to pay a deposit of \$100 and complete a rental application prior to use. No fee is required for Funerals or Wakes.
- I acknowledge that I may use the center for 5 days 24 hours a day for funeral use. During this time I am allowed to stay at the Indian center past hours of operation. I will provide contact information for all persons who will be staying at the Indian center after hours under the "other requests" notes on the rental application.
- I understand that the Indian Center will continue to run business during funeral hours outside of the main event area.

POLICY AND PROCEDURE FOR FUNDRAISER USE:

- I agree to pay a deposit of \$50 for Fundraising use.
- I agree to pay an additional \$50 Fee non refundable for use of the space.

