



# QUARTZSITE COMMUNITY CENTER

## Rental Agreement

**RENTER INFORMATION**

Name (Renter) \_\_\_\_\_

Group/Organization \_\_\_\_\_

Address \_\_\_\_\_

Proposed Use of Facility \_\_\_\_\_

E-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

**EVENT INFORMATION**

Event Date \_\_\_\_\_ Day of Week \_\_\_\_\_ From (am/pm) \_\_\_\_\_ To (am/pm) \_\_\_\_\_  
(Include Set-up Time) (Include Clean-up Time)

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_ Will Alcoholic Beverages Be Served- Yes  No

**FEES**

Main Room	\$ _____	Date Paid _____	Receipt # _____	Employee _____
Kitchen Rental	\$ _____	Date Paid _____	Receipt # _____	Employee _____
Alcohol Permit	\$ _____	Date Paid _____	Receipt # _____	Employee _____
Key Deposit	\$ _____	Date Paid _____	Receipt # _____	Employee _____

I, the undersigned, representing myself and the above named organization, do hereby agree to be bound by and comply with all of the terms listed in the Quartzsite Community Center Rental Agreement. I agree to be present and responsible during the event. Further, I accept responsibility for damages caused to the building, equipment, furnishings, and surrounding area.

I understand and agree that the Town of Quartzsite and its employees shall not incur any liability for any injury to persons or damage to property experienced by the use of this facility. I further agree that the Town shall be held harmless from any and all liability arising out of the renter's use of the Community Center or other Town facilities.

I agree that violation of any of the terms of this agreement may be cause for the event permit to be revoked, without notice, and may result in immediate removal from the premises and forfeiture of my deposit.

Signature of Renter \_\_\_\_\_ Date \_\_\_\_\_

*My deposit was returned after satisfactory inspection by the Community Center staff.*

\_\_\_\_\_  
 Signature of Renter                      Date                      By

**General**

- The renter of the facility shall be at least 21 years of age and hold a valid state-issued driver’s license or identification card.
- Ordinances and rulings of the Town of Quartzsite (hereafter referred to as the Town) as to the occupancy capacity, use, and other safety factors shall be observed at all times.
- The facility shall not be used for sales, or promotional purposes, or for monetary or pecuniary gain of any form or nature whatsoever.
- Any sound system, video, music, etc., shall be kept at a low volume so as not to disturb others using the facility and/or neighboring residents.
- Failure to comply with any of the terms of the Rental Agreement shall cause the individual and/or group to forfeit the privilege to reserve the facility for one year.
- Renter shall be present during the period of the reservation from set-up to clean-up and shall be responsible to check out the facility with the Community Center staff to become eligible for the refund of the security deposit.
- No smoking is allowed inside the Community Center or within 20 feet of any entrance to the Center.
- The Town assumes no liability for loss, theft, property damage or personal injury related to the use of Town property by the renter or a user. Renter/user will be held responsible for payment of any and all damages to the building, furnishings, fixtures or equipment, whether caused by the renter or any members of the rental party.

**Rental Fees**

Rental fees for the facility shall be assessed as specified in the Quartzsite Community Center Use and Fee Schedule.

- Renter shall sign the rental agreement and pay the rental fees in full to confirm the reservation date and time.
- Picture identification shall be furnished by the renter.
- No fees shall be pro-rated for a portion of a time block.
- Set-up and clean-up time are part of the total rental time.
- No key will be issued without the rental agreement signed and the required fees paid.

**Security Deposits**

Security deposits for the facility shall be assessed as specified in the User Fee Schedule (Attachment A).

- The purpose of the security deposit is to ensure proper clean-up and care of the facility. If the facility is left dirty and/or damaged by the renter, the Town shall retain part or all of the deposit.
- The security deposit must be made with the Community Center staff prior to the start of the activity.
- If costs to clean and/or repair the facility exceed the amount of the deposit, the rental shall be responsible for additional costs. If the renter fails to pay the additional costs, as requested by the Town staff, the renter shall be responsible for all collection costs and/or attorney’s fees.
- If a renter makes several reservations, i.e., monthly, one deposit payment may be tendered by the renter and held by the Town for six months. Such deposit payments may be renewed every six months.

**Cancellations and Refunds**

- Cancellations of a reservation must be given by the renter at least 48 hours in advance of the reservation to become eligible for a full or partial refund of the rental fee, or the fee will be forfeited.

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I understand the terms and conditions contained on this page. By signing this page, I attest that I have read, understand and agree to all terms as written.

\_\_\_\_\_  
Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Center Representative

\_\_\_\_\_  
Date

- Rental fees are deemed to have been earned by the Community Center when a rental confirmation is provided to the renter (and the facility is thereby rendered unavailable for other reservations) according to the following refund schedule:

<u>Notice of Cancellation</u>	<u>Percentage of Refund of Rental Fee</u>
30 calendar days or more	100% (less administrative fee, which is the greater of \$10 or 10%)
20 – 29 calendar days	75% (less administrative fee)
10 – 19 calendar days	50% (less administrative fee)
2 – 10 calendar days	25% (less administrative fee)
Less than 2 calendar days	0%

**Food and Drink**

- Use of the kitchen by the renter shall be for **food serving** only; pre-prepared food may be brought into the kitchen to plate, store, warm or cool. Incidental use of the stove, oven, and refrigerator/freezer shall be permitted only to maintain temperature of foods and beverages to be served during the event.
- The renter shall be responsible to provide dishes, cups, glasses, eating and serving utensils, dish soap, kitchen and table linens, as they are not provided by the Town. Please use paper dishes and plastic flatware, which can easily be disposed of.
- All events with alcohol require an alcohol permit and the presence of an off-duty police officer.

**Set-up and Clean-up**

- Equipment or decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings.
- No decorations will be permitted which are taped, tacked, stapled, nailed, or otherwise fastened to the walls, ceilings, doors, or floors of the facility.
- If paper is used to cover tables, the renter shall be responsible to remove all tape from the tables. No covering may be tacked, stapled, nailed, or fastened in any manner which will damage the tables.
- Rental of the facility includes the use of tables and chairs as noted in the rental agreement.
- No other equipment shall be provided by the Town, such as sound system, overhead projector, etc.
- Renter is responsible for set-up and clean-up for the event. This shall include, but is not limited to:
  - Cleaning floors
  - Emptying trash to appropriate trash cans
  - Cleaning off and storing tables and chairs
  - Cleaning off kitchen appliances, counters, sinks, etc.
- The Town shall provide the following cleaning equipment and supplies:
 

Broom and dustpan	Mop and bucket
Trash Bags	All purpose cleaner and floor cleaner
- Renter is responsible to leave the parking lot free of trash and debris from the event, including rice, seed, or vehicle decorations from weddings.

I understand the terms and conditions contained on this page. By signing this page, I attest that I have read, understand and agree to all terms as written.

\_\_\_\_\_  
Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Center Representative

\_\_\_\_\_  
Date



## QUARTZSITE COMMUNITY CENTER

### *Cleanup Checklist*

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#### **THE MAIN AREAS**

- Floors swept and clean
- Chairs wiped clean and stacked on carts, and placed orderly in the storage room
- Tables wiped clean and stacked neatly and orderly in the storage room
- Doors securely shut
- All garbage placed in the trash containers
- All lights turned off

#### **THE KITCHEN AREA**

- Floor swept and mopped
- Nothing left on countertops
- All countertops and cabinets wiped clean
- Sink cleaned and rinsed
- Stovetop and oven wiped clean from spills and debris
- No food left in refrigerator, freezer, cupboards or pantry
- Refrigerator wiped clean (inside, outside, handles, shelves, drawers, and doors)
- All garbage placed in trash containers
- All lights turned off

#### **RESTROOM AREAS**

- Floors clean from debris (sweep and mop if necessary)
- Walls and mirrors clean from any markings
- All garbage placed in trash containers
- All lights turned off

#### **ENTRANCE, PARKING LOT AND GROUNDS**

- No visible signs of use (walkways, surrounding landscaped areas, and parking lot clean from debris, etc.)
- All garbage placed in trash containers
- Entrance doors closed and locked