



Rental Agreement – Use of NCRC Common Space*

Application Date: Applicant/Org. :
Contact Name &Address:
City/State/Zip:
Phone: Fax: e-mail:
Event Title:
EVENT DATE(S)
Time Needed to get into the room: Event start time: Event end time:
Time departing the room:
NCRC ROOM(S)#: No. of Attendees:
Equipment (circle): TV/VCR \$5/use, Sound System = \$5/use, Overhead Projector = \$5/use, Flip-Chart Easel = \$3/use;
Proj. Screen = \$3/use; Other: Total Equipment Fees:
Special Notes:

† Users are responsible for set-up & putting room back to standard configuration when finished.

NCRC Building Conditions of Use – to be read and signed by User.

- 1. The undersigned is responsible for assuring that the front entry doors and any link (hallway) doors are locked before leaving the building.
2. The user agrees to keep the front doors locked if use is after normal building hours (Mon., Wed., Fri. 8:00 a.m. – 5:00 p.m.; Tues. & Thurs. 8:00 a.m. – 7:00 p.m.; Sat. 9:00 a.m. – 3:00 p.m.). Exterior doors may not be propped open.
3. User agrees to use room(s) only for the purposes stated at time of rental.
4. User agrees to personally return the key the next business day after the scheduled event.
5. Smoking and/or alcohol consumption is not permitted in any part of the building or grounds.
6. Animals (other than service animals) are not permitted within the building.
7. User agrees that an adult will accompany any children attending any function at all times.
8. User agrees to supply any special supervision required, i.e., police protection, parking supervision, event hosting, etc.
9. User agrees to restore room(s) and furniture to a clean and orderly condition, remove all trash and personal items and vacate the room(s) at the event's ending time as stated on the Rental Agreement.
10. User agrees that any NCRC-supplied equipment will be operated only by the user and attendees and only for the purposes of the event as stated on the application.
11. User understands that the Community Education and Recreation Department must approve all decorations for events in advance.
12. User understands that the Community Education and Recreation Department reserves the right to cancel use of an applicant's NCRC room reservation should an emergency situation arise.

I, the undersigned, hereby agree to release and discharge the City of Northfield; it's agents, officers, employees, volunteers and insurers from all claims, demands, actions, judgments and executions. This release includes all claims that I, or the group renting the room(s) may have against the City of Northfield for all personal injuries, death or property damage that may arise out of the rental and use of the room(s).

User Signature X Date





NCRC USE ONLY

Key pickup appointment with _____ date & time _____

Key issued to: _____

Address: _____

Phone: _____ Signature: _____ X

NOTE: The person to whom the key is issued (key holder) assumes responsibility for its security and return to the NCRC. Only that person is to have possession of the key from the time it is picked up until it is returned to the NCRC. You must contact the NCRC Program Coordinator to arrange a time to pick up and return the key. There is a \$100.00 key deposit payable by check, which will be held until the key is returned or cashed if the key is not returned. Within 5 business days of the event date

NCRC User Key Number: _____ Date Key Issued: _____

Key Deposit: Cash or Check #: _____ Staff Who Received Check: _____ Date: _____

Date Key returned: _____ Deposit Check Return Date: _____

Deposit Returned to: _____ X (Key Holder Signature)

Damage Deposit: Cash or Check # _____ Staff Initials Who Received Check: _____ Date: _____

Name of Staff Inspecting Room(s) _____ Date: _____

Time spent restoring room(s) to original condition _____

	<u>Acceptable</u>	<u>Unacceptable</u>	<u>Damages/Other (please specify)</u>
Chairs	_____	_____	_____
Tables	_____	_____	_____
Room(s) in General	_____	_____	_____

Deposit Destroyed or Returned on: Date _____ By/To: _____ X

Renter notified of unacceptable inspection _____