

FACILITY GUIDELINES & RENTAL FORM, pg. 1 of 2

VIVIAN COMMUNITY CENTER

MLK LEGION HILLS COMMUNITY CENTER

FACILITY RENTALS ARE BASED ON A 'FIRST COME / FIRST SERVE' BASIS

- 1. NO ALCOHOL WILL BE PERMITTED IN THE FACILITIES OR ON FACILITY PROPERTY!
- 2. RENTEE MUST BE AT LEAST 21 YRS OF AGE AND REMAIN ON PREMISES AT ALL TIMES.
- 3. EXCESSIVE NOISE WILL NOT BE ALLOWED IN/OUT OF THE FACILITIES. EXCESSIVE NOISE SHALL BE DETERMINED TO BE ANY NOISE THAT VIOLATES ANY OF THE CODE OF ORDINANCES OF THE TOWN OF VIVIAN AS DEFINED BY S 12-46. IF POLICE ARE CALLED, THEY HAVE THE AUTHORITY TO CLOSE THE ACTIVITY DOWN. IF ACTIVITY IS CLOSED BY POLICE DEPARTMENT, THE DEPOSIT IS FORFEITED.
- 4. RENTEE SHALL OCCUPY THE LEASED PREMISES AT THEIR OWN RISK AND SHALL INDEMNIFY THE TOWN OF VIVIAN AGAINST ANY EXPENSE, LOSS, COST, DAMAGE, CLAIM, ACTION OF LIABILITY PAID, SUFFERED OR INCURRED AS A RESULT OF ANY BREACH BY RENTEE, RENTEE'S AGENT, SERVANTS, EMPLOYEES, CUSTOMERS, VISITORS OR LICENSEES OF ANY COVENANT OR CONDITION OF THIS LEASE, OR AS A RESULT OF RENTEE'S USE OR OCCUPANCY OF THE LEASED PREMISES OR THE CARELESSNESS, NEGLIGENCE OR IMPROPER CONDUCT OF RENTEE, ITS AGENTS, SERVANTS, EMPLOYEES, CUSTOMERS, VISITORS, OR LICENSES.
- 5. THE USE OF TAPE (WITH THE EXCEPTION OF MASKING TAPE) TACKS, STAPLES, PINS, NAILS, OR ANY OTHER METAL, WOODEN, OR PLASTIC OBJECT TO PUT UP SIGNS, POSTERS, OR ANY OTHER TYPE OF WRITTEN MATERIAL IS STRICTLY PROHIBITED. DO NOT HANG BANNERS, SIGNS, BALLOONS OR ANY OTHER OBJECTS FROM CEILING FANS OR LIGHT FIXTURES.
- 6. DO NOT CHANGE LIGHT BULBS IN FACILITIES. NOTIFY CITY HALL AT (318) 375-3856 IF LIGHT BULBS ARE NEEDED.
- 7. DO NOT TOUCH THE THERMOSTAT AS IT IS PRE-SET.
- 8. IT SHALL BE THE RESPONSIBILITY OF THE RENTEE TO REMOVE ANY AND ALL GARBAGE FROM THE PREMISES AT THE CLOSE OF THE EVENT. FAILURE TO CLEAN AND REMOVE ALL TRASH AND GARBAGE FROM THE PREMISES WILL RESULT IN FORFITURE OF YOUR DEPOSIT. **PREMISES**MUST BE CLEANED AND VACATED BY 11:00 p.m.!
- 9. RENTEE IS RESPONSIBLE FOR PLACING ALL TABLES AND CHAIRS IN THE PROPER STORAGE AREA.
- 10. CHILDREN UNDER EIGHT (8) YEARS OF AGE MUST BE ACCOMPANIED BY A PARENT OR AT LEAST ONE RESPONSIBLE ADULT OF AT LEAST 18 YEARS OF AGE AT ALL TIMES WHILE ON THE PLAYGROUND.
- 11. THERE WILL BE NO PLAYING ON THE PLAYGROUND AFTER DARK. PARK HOURS ARE FROM SUNRISE TO SUNDOWN.
- 12. A DEPOSIT OF \$100.00 MUST BE PAID IN ORDER TO RESERVE THE FACILITIES. THE DEPOSIT WILL BE RETURNED IN THE EVENT OF CANCELLATION OF THE EVENT IF THE TOWN OF VIVIAN IS NOTIFIED 3 DAYS IN ADVANCE OF THE CANCELLATION. The request for rental shall be made in person by the party desiring to rent the facility and a copy of the renter's valid driver's license will be required at the time of reservation and rental.

 THE RENTAL FEE MUST BE PAID ON OR BEFORE PICKING UP THE KEY.

FACILITY GUIDELINES & RENTAL FORM, pg. 2 of 2

(continued from pg. 1)

RENTAL FEE FOR EITHER OF THE AVAILABLE FACILITIES SHALL BE AS FOLLOWS: Monday through Thursday - \$150 per day per event use -AND- Friday, Saturday, Sunday - \$200 per day per event use. There will be an additional fee of \$100 if an admission fee is charged for the event.

1 (ONE) SECURITY OFFICER FOR EVERY 50 PERSONS MUST BE PROVIDED BY THE VIVIAN POLICE DEPARTMENT AT THE RENTER'S EXPENSE IF AN ADMISSION FEE IS CHARGED FOR THE EVENT. AT NO TIME SHOULD THE BUILDING OCCUPANCY LIMIT BE EXCEEDED!

THE KEY MUST BE PICKED UP IN THE WATER OFFICE LOCATED IN THE VIVIAN TOWN HALL, WEEKDAYS (MON-FRI) BETWEEN 8:30 A.M. & 4:00 P.M., EXCLUDING HOLIDAYS.

AT THE END OF YOUR EVENT, YOU ARE RESPONSIBLE FOR RETURN OF THE BUILDING KEY. THE KEY MUST BE RETURNED BY NOON OF THE DAY FOLLOWING YOUR EVENT TO THE WATER OFFICE LOCATED IN VIVIAN TOWN HALL IN ORDER TO RECEIVE RETURN OF YOUR DEPOSIT. IF EVENT ENDS ON A WEEKEND DAY, YOU ARE TO DROP THE KEY OFF IN THE "WATER PAYMENT DROPBOX" LOCATED BESIDE THE DRIVE IN PAYMENT WINDOW AT THE VIVIAN TOWN HALL BEFORE NOON ON THE FOLLOWING MONDAY OR FIRST WORK-DAY FOR THE TOWN OFFICE WHICHEVER COMES FIRST. YOU WILL NOT RECEIVE YOUR DEPOSIT BACK UNLESS WE RECEIVE OUR KEY TO THE BUILDING PER THESE_INSTRUCTIONS. IF THE KEY IS TO BE RETURNED VIA THE "WATER PAYMENT DROPBOX" IT SHOULD BE PLACED IN A SEALED ENVELOPE WITH YOUR NAME, ADDRESS AND DATE OF RETURN WRITTEN CLEARLY ON THE ENVELOPE.

13. FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES MAY RESULT IN THE FORFEITURE OF YOUR DEPOSIT OF \$100.00.

** BUILDINGS ARE NOT TO BE OCCUPIED UNTIL DAY OF PAID RENTAL, **

IN THE EVENT THAT THE BUILDING YOU HAVE RESERVED IS NOT CLEAN UPON YOUR ARRIVAL THE DAY OF YOUR EVENT, IT IS YOUR RESPONSIBILITY TO NOTIFY TOWN HALL PERSONNEL TO REPORT THE CONDITION. IF THE CONDITION EXISTS ON A WEEKEND EVENT, YOU MAY CALL THE VIVIAN POLICE DEPARTMENT (375-2914) AND REPORT THE CONDITION OF THE PREMISISES. IF YOU ASSUME USE OF THE BUILDING, THAT WILL CONSTITUE AGREEMENT TO THE TERMS OF THIS CONTRACT AND USE FORM.

YOUR \$100 DEPOSIT WILL BE RETURNED PENDING INSPECTION OF THE BUILDING AND COMPLIANCE WITH ALL TERMS AND CONDITIONS OF THIS SIGNED DOCUMENT.

YOU MAY EXPECT RETURN OF YOUR DEPOSIT PENDING APPROVAL OF AGREEMENT WITHIN
21 DAYS OF BUILDING USE.

COMPLETE, SIGN & SUBMIT THIS FORM WITH \$100 DEPOSIT TO 'TOWN OF VIVIAN' TO SECURE RENTAL.

KEEP A COPY FOR YOUR RECORDS.

VIVIAN COMMUNITY CENTER

✓ Facility to be rented ✓ _____ MLK LEGION HILLS COMMUNITY CENTER

RENTAL DATE _____ MONTH DAY YEAR

Y my signature, I hereby acknowledge that I have read and understand all terms and conditions of this agreement, that my signature is bindicall matters portaining to this agreement, and I am cololy responsible for compliance of the torms and conditions of rental and use of the builty propositions of the torms and conditions of rental and use of the builty propositions of the torms and conditions of rental and use of the builty propositions of the torms and conditions of rental and use of the builty propositions.

By my signature, I hereby acknowledge that I have read and understand all terms and conditions of this agreement, that my signature is binding in all matters pertaining to this agreement, and I am solely responsible for compliance of the terms and conditions of rental and use of the building owned by the Town of Vivian. I further understand that failure to comply with any and/or all of the stated terms and conditions may result in forfeiture/loss of my initial deposit (\$100).

	forfeiture/loss of my	initial deposit (\$100).	
PRINTED NAME		SIGNATURE	
PHYSICAL ADDRESS			
MAILING ADDRESS			
TELEPHONE NUMBER (including area code)		DRIVER'S LICENSE – STATE & NUMBER (attach a copy to agreement)	
	For Office	e Use Only	
*NAME OF PERSON FACILITY KEY RELEASED TO	KEY #	DATE RELEASED	EMPLOYEE INITIALS
DATE KEY RETURNED		TIME RECEIVED E	MPLOYEE INITIALS