



Rental Policy and Agreement Evenings & Weekends Tyvola Center

RENTAL POLICY

Availability of Center:

1. Priority use will be given to events and services offered by the Senior Centers, in keeping with our mission. All other scheduling of events will be on a first-come, first-served basis.

Procedure for Scheduling:

1. Coordination for scheduling the rental and/or use of the Senior Centers will be through the Executive Assistant.
2. All groups or individuals **must** complete a Rental Policy and Agreement form. This form should be submitted no less than three weeks prior to the event.
3. The length of time the center will be in use must be scheduled at the time agreement is submitted and adhered to during the event. No events may begin before 8:00am and all clean up must be completed by 1 am.
4. The Senior Centers reserves the right to refuse any request for use of the Senior Centers, in consultation with the Executive Committee or the Board of Directors. Denial for use of the center will be based on the concerns for the health, safety, and welfare of the user, invited guests, or general public, as well as for the protection and security of the building.

Regulations Governing the Use of Charlotte Mecklenburg Senior Centers by Renter:

1. The sponsoring organization or individual (hereafter referred to as "Renter") shall be responsible for the well-being and orderly conduct of all those attending the event.
2. The Renter shall hold harmless the Senior Centers staff and Board of Directors for any loss or injury resulting from the use of the Senior Centers.
3. No intoxicated persons, illegal substances, firearms, or other weapons will be allowed on the premises of the Senior Centers.
4. The Senior Centers is a smoke-free building. Smoking is permitted on the two outside patios and both entrances.
5. No tape, nails, screws, pins, or any other device may be used to affix signs, posters, etc. to any wall surfaces, ceilings, or tables in the center.
6. The Renter shall notify the Executive Assistant of any cancellation or change of time or date of any activity or event previously approved and scheduled.
7. **Cancellation prior to two months from date of event – full refund; 60 – 30 days prior to date of event – one half refund; less than 30 days prior to date of event – no refund will be issued.**

Renter's Initial: _____

RENTAL POLICY (continued)

Building Supervisor:

1. A Senior Centers staff person will be assigned as the designated building supervisor to open and deactivate the alarm system and to secure the building at the end of the event. The designated building supervisor shall remain on site while the event is in progress. All rooms will be locked and unavailable for occupancy unless requested and paid for per the agreement.

Set-Up, Tear-Down, Maintenance:

1. Senior Centers staff are not responsible for the moving, setting up, or taking down of any equipment brought in by the Renter. The Renter may use the Senior Centers' tables and chairs but must take the responsibility for set-up and tear-down of the center equipment. **Outside-agency rental equipment/supplies must be delivered the day of the event (not before) and picked up at the conclusion of the event, unless special arrangements have been made prior to the event with the designated building supervisor.**

Parking:

1. Event hosts and their guests may park in the Senior Centers' parking lot. There are 100+ parking places. Additional parking space may be pre-arranged at the Marion Diehl Center (the building behind the Senior Centers). Arrangements must be made by the Senior Centers. There is no charge for parking. Renter is responsible to assure parking lot and building grounds are free of debris at the end of the rental to assure refund of rental deposit.

Alcoholic Beverages:

1. No hard liquor is allowed on the premises of the Senior Center (including the parking lot). Beer and wine may be served at no charge to guests. **No alcoholic beverages may be sold. Cash bars are not permitted.**

Use of Kitchen:

1. Use of the center's kitchen is permitted only with a licensed caterer on premises. A copy of the caterer's current business license must be provided to the Senior Centers one week prior to the event. **If a copy of the caterer's current business license is not provided, the kitchen will be locked the day of the event. Renter will not be permitted use of kitchen if licensed caterer only delivers food – caterer MUST remain on premises at all times during the event.** This regulation does not prohibit Renter from bringing in and serving food. This regulation only prohibits use of the kitchen unless regulation requirements are met.

Renter's Initial: _____

FEES (REFUNDABLE DEPOSIT, RENTAL AND BUILDING SUPERVISOR)

1. A separate refundable deposit of \$200 is required at signing to reserve the date. The total cost of any damages and any clean-up/tear-down not completed in excess of this fee is the sole responsibility of the Renter. To receive a refund of the deposit, the center must incur no damages and all clean-up and tear-down must be completed to the satisfaction of the building supervisor. Refunds will be mailed within 30 days of the date of the event.
2. In addition to the rental fees, an hourly fee (as stated below) must be paid in cash directly to the designated building supervisor the day of the event and for the total number of hours requested under the Rental Agreement. Should the building supervisor be required to stay longer than the length of time requested, the building supervisor must be paid at that time, for any/all hourly fee(s) due or to become due. Failure to pay the building supervisor under the terms of this policy and agreement constitutes damages incurred (see #1 above) and will result in the forfeiture of the rental deposit.
 - Monday through Friday, 5:00pm to 11:00pm \$15 per hour; from 11:00pm to 1 am \$20 per hour
 - Saturday and Sunday, 8:00am to 11:00pm \$15 per hour; after 11:00pm to 1 am \$20 per hour
 - All holidays & holiday weekends, 8:00am to 11:00pm \$20 per hour; after 11:00pm to 1 am \$25 per hour
3. Dishes and serving utensils are not furnished. No additional charge for use of the kitchen with Parker Hall rental. (See "Use of Kitchen" on page 2 for restrictions.)
4. No rental fee*is required for senior group activities when co-sponsored by the Senior Centers. Check with the Center Director for more information. (*Refundable deposit and supervisor fees apply.)

Parker Hall:

Non-Profits and Individuals:

\$700/day – Monday through Friday, 5:00pm to closing (\$250/section)

\$900/day – Saturday and Sunday, 8:00am to closing (\$350/section for one or two sections only)

For-Profits

\$900/day – Monday through Friday, 5:00pm to closing (\$350/section for one or two sections only)

\$1100/day – Saturday and Sunday, 8:00am to closing (\$400/section for one or two sections only)

Activity Room and/or Hospitality Suite:

Non-Profits and Individuals:

\$200/day per room – Monday through Friday, 5:00pm to closing.

\$200/day per room – Saturday and Sunday, 8:00am to closing.

**May rent any of these two for \$100/each in conjunction with Parker Hall

**Kitchen (use restrictions apply) has direct access to Parker Hall and the Hospitality Suite

For-Profits:

\$100/hour, minimum two hours

Other Items:

Standing Lectern with Microphone - \$30/day

Marquee - \$40/day (for event message)

Wide Screen TV/VCR/DVD - \$75/day

Renter's Initial: _____

RENTAL AGREEMENT

Applicant Name:	Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Individual <input type="checkbox"/>		
Mailing Address:			
Phone Numbers:	Work:	Home:	Cell:
Email Address:			

Areas Requested for Use: _____ Room Cost

Parker Hall Section A Section B Section C 72' x 40'9", 2979 sq feet total
(23 -5ft round tables and 40 -6ft long tables available with 186 chairs) \$ _____

Kitchen (May be used by licensed caterers only) \$ _____

Hospitality Suite (open space with six card tables; seats 24) \$ _____

Activity Room (eight 6ft tables; seats 24; sinks and counter space) \$ _____

Standing Lectern with Microphone \$ _____

CMSC Marquee for event message \$ _____

Wide Screen TV/VCR/DVD \$ _____

Total Room Cost: \$ _____

All groups (including senior groups) will be responsible for set-up of rooms and returning furniture to original positions upon leaving. Thorough clean up of areas used is required.

*You must provide time you want the building open and available and the time you will be finished. Remember to include your set-up time and allow sufficient time for all clean-up and tear-down. You are required to pay your supervisor the total hours requested and agreed upon – no changes may be made less than 24 hours prior to the event. If you exceed these hours the day of the event, you are responsible to pay your supervisor at that time for the additional hour(s) requested/needed.

Date:		Time*:	to	Supervisor Cost:	\$
Date:		Time*:	to	Supervisor Cost:	\$

Estimated Attendance:		Type of Attendance:	Adults <input type="checkbox"/> Youth <input type="checkbox"/> Children* <input type="checkbox"/> Mixed* <input type="checkbox"/>
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***Children under 10 years of age MUST be supervised at all times; no running in hallway; no rough-housing; not permitted behind reception area; DO NOT TOUCH COMPUTERS OR SCANNERS**

Event Type:			
Name of Caterer:		Phone:	
Name of Florist:		Phone:	
Name of Band/DJ:		Phone:	
Name of Photographer:		Phone:	

Renter's Initial: _____

ALL FEES ARE DUE AT LEAST ONE WEEK PRIOR TO DAY OF EVENT. Deposit is required with this signed agreement to secure the date requested. Signed agreements received without the deposit will NOT secure your date; you will be given a 7-day, first refusal reservation of the requested date. This reservation expires seven days from date this agreement was signed unless deposit is made prior to expiration date. If another party is prepared to place a deposit on the requested date, and so long as your expiration date has not expired, you will be given first refusal. First refusal allows you 24 hours to make the required deposit. If you fail to make the deposit within 24 hours, you automatically forfeit the requested date and this signed agreement is void.

I have read, understand and agree to abide by the Senior Centers' Rental Policy and Agreement that governs the use of this center. I also agree to hold harmless the Senior Centers from any and all claims for damages, personal or otherwise, that may occur during the use of this center. I further certify I am the authorized representative to act for and accept responsibility for the leasing organization.

In signing this agreement, I agree to the following:

- Wipe off and return all tables to the closets, lined up as they were when removed
- **Re-set lunch tables and chairs** and any other furniture as it was
- Stack all chairs used no higher than eight chairs tall and return to closets, lined up as they were when removed – doors are to stay open – do not try to close the doors
- Sweep floor and throw all dirt in trash, mop any wet spills – push-broom and mop provided
- Caterer is to thoroughly mop/clean kitchen floor, counters, sinks, steam table and/or stove and return to original condition
- Bag all garbage and **place in the agency dumpster** at the end of the parking lot facing woods and replace liners in garbage cans and trash cans – liners provided
- Provide supervision of children attending event at all times
- Have any outside agency rental equipment/supplies picked-up at the end of the event

I have read and initialed each page of this policy and agreement

SIGNATURES:

Renter:		Date:	
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CMSC Representative:		Date:	
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For CMSC Use Only:

Deposit:	\$	Date Paid:	
Room Rental:	\$	Date Paid:	
Other Item:	\$	Date Paid:	
Other Item:	\$	Date Paid:	
Other Item:	\$	Date Paid:	

Building Supervisor's Report

Name of Renter (see page 4):		Rental Date:	
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- I recommend returning the renter's full deposit because:
- I received full payment of my supervisor's fee
 - All tables used were wiped off and returned to the closet as directed
 - The room(s) was returned to its original setup
 - All remaining chairs used were stacked 8 high and returned to closet as directed
 - All debris was removed from the floors and furniture
 - All floors were swept, vacuumed and/or mopped as directed
 - Caterer thoroughly mopped/cleaned the kitchen floor, counters, sinks, steam table and/or stove
 - All garbage was placed in the agency dumpster and new liners put in cans
 - All debris was removed from the bathrooms and any spills wiped up
 - No damage was inflicted upon the building and/or any furnishings

- I do NOT recommend returning the renter's full deposit because:
- I did NOT received full payment of my supervisor's fee
 - All tables used were NOT wiped off and returned to the closet as directed
 - The room(s) was NOT returned to its original setup
 - All remaining chairs used were NOT stacked 8 high and returned to closet as directed
 - Not all debris was removed from the floors and furniture
 - All floors were NOT swept, vacuumed and/or mopped as directed
 - Caterer did NOT thoroughly mopped/cleaned the kitchen floor, counters, sinks, steam table and/or stove
 - All garbage was NOT placed in the agency dumpster and new liners put in cans
 - Not all debris was removed from the bathrooms and any spills wiped up
 - Damage WAS inflicted upon the building and/or any furnishings

Describe any damage:	
Contract Violations:	
<input type="checkbox"/> Liquor was present/served; beer and/or wine was sold – list specific violation(s) below:	
<input type="checkbox"/> Failure to control guests up to and including the need to call police – list specific violation(s) below:	

Supervisor Signature:		Date Completed:	
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CMSC Decision:		
<input type="checkbox"/> Return full deposit		<input type="checkbox"/> Return partial deposit \$ _____
		<input type="checkbox"/> Deposit will NOT be refunded
Authorized staff signature:		Date: