

2400 Reagan Ave

Rock Springs, WY 82901

307-352-6737

NAME OF ORGANIZATION OR GROUP AND PHONE NUMBER REQUESTING THE FACILITY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PRIMARY CONTACT PERSON:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF ACTIVITY/FUNCTION:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAY REQUESTED: M T W TH F S SU DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **NOTE: BUILDING MUST BE CLEANED, VACATED AND LOCKED UP BY MIDNIGHT.**

ACTIVITY WILL BE (CIRCLE ONE):

 PUBLIC INVITATIONAL EDUCATIONAL

NUMBER OF PEOPLE EXPECTED TO ATTEND: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IS YOUR GROUP A NON-PROFIT ORGANIZATION?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TAX ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 NO ALCOHOL ALLOWED

WILL FOOD BE SERVED DURING THIS EVENT: Y N

IF YES, WILL IT BE GIVEN AWAY OR SOLD? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUNG AT HEART RENTAL AGREEMENT

FOR RENT OF THE MULTIPURPOSE ROOM (W T&C 35 MAX), CRAFT ROOM (W T&C 30 MAX) OR THE LIBRARY (12 MAX W/T&C )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A MINIMUM OF TWO HOURS FOR A CHARGE OF $75.00

 FOR EVERY ADDITONAL HOUR AN HOURLY RATE $37.50

 A DEPOSIT OF $200.00 IS REQUIRED

FOR RENT OF THE BACK DINING ROOM AREA W/DOORS CLOSED (W T&C 60 MAX, THEATER STYLE 75-100 MAX)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A MINIMUM OF TWO HOURS FOR A CHARGE OF $100.00

 FOR EVERY ADDITONAL HOUR AN HOURLY RATE $50.00

 A DEPOSIT OF $200.00 IS REQUIRED

FOR RENT OF THE DINING ROOM AREA (W T&C 260 MAX, THEATER STYLE 425 MAX)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A MINIMUM OF TWO HOURS FOR A CHARGE OF $225.00

 FOR EVERY ADDITONAL HOUR AN HOURLY RATE $75.00

 A DEPOSIT OF $400.00 IS REQUIRED

PAYMENT is due when this form is submitted. A separate check should be included for the deposit fee. The return of the deposit shall be conditioned upon the faithful performance by the renter of all the terms of this agreement. Failure to perform the terms of this agreement will forfeit the deposit. The deposit shall be returned to the renter within (7) days after the event and after an inspection of the area used has been conducted.

ALL KEYS shall be returned to the Young at Heart within 24 hours after the rental has been ended.

**RELEASE AND HOLD HARMLESS STIPULATION**

I / WE (PRINT NAME): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereby releases and hold harmless the Young at Heart and the City of Rock Springs, the Young at Heart Center Staff and Boards from any liability for damages or injuries sustained while on the premises of the property of 2400 Reagan Avenue, Rock Springs Wyoming, by any agents, representatives, employees of myself or my organization or association or any invitees thereof. It is further expressly understood and agreed by and between the parties hereto that the lessee shall leave the premises in as good a condition as existed in said premises at the commencement of this lease, and if such is not the case; the lessee agrees to stand liable for the actual damages caused by any person or persons attending the function for which said premises were leased. Those persons attending the function for which said premises are leased shall be confined to the use of the leased premises only. No liability for injury to person or persons shall attach to the Young at Heart or the City of Rock Springs for a violation of this condition and lessee agrees to hold the Young at Heart and the City of Rock Springs harmless for any violation of this condition.

**TOTAL CHARGE: \_\_\_\_\_\_\_\_\_\_\_\_TOTAL DEPOSIT: \_\_\_\_\_\_\_\_\_\_\_\_**

**Individuals or groups failing to cooperate with the guidelines will forfeit privilege for the use of the facility in the future.**

 **Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPOSIT AT A MINIMUM IS REQUIRED- INCLUDE A SEPARATE CHECK- DEPOSIT WILL BE RETURNED WITHIN SEVEN DAYS AFTER CLOSING OF THE EVENT.**

**BOARD APPROVED: February 28,2012**

**Deposit at a minimum and this form is to be submitted to have the room reserved for your event.**

**For the deposit- include a separate check- after the facility has been evaluated for cleanliness and damage, if there are no incidentals; the deposit will be returned to the renter within seven days after closing the event.**

**It is to be understood that the policies of the Young at Heart Center and the laws of the State of Wyoming will be strictly observed in use of the facility.**

**Any damage incurred by the renter while using the Young at Heart facility will be the financial responsibility of the person signing this contract (the renter).**

**Renter is responsible for ALL cleaning.**

**All Federal, State, County and City rules and regulations will be strictly observed. This includes City ordinances regarding smoking in a public facility, which is strictly prohibited. Failure to comply with any laws, as well as any damage incurred as the result of the activity, will result in the forfeiture of the security deposit. Further, the Young at Heart Center has the right to end the function at any time, for any reason, at its discretion. The undersigned hereby agrees to the conditions set for by the Young at Heart Center.**

**RULES AND REGULATIONS**

1. No smoking allowed in the facility.
2. No alcoholic beverages allowed in the facility unless you have given a copy of your RS City Alcohol Permit and a copy of the liquor liability certificate to the Administrator of this contract.
3. Only members of the renter’s group will be allowed to participate.
4. All groups/ individuals are responsible for their own set-up, tear down, and clean up. The facility must be clean with no damage when the group is finished to expect a full refund of deposit.
5. Any furniture must be returned to the original placement.
6. NO decorations are allowed to be placed on any walls.
7. Kitchen is not to be open or used. There is a small kitchen available in the main dining room.
8. 100 cup coffee pot is available upon request, but you need to bring your own coffee.
9. You will need to bring all your own serving dishes and cleaning supplies.
10. The facility does not supply catering services.

**CLEANING REQUIREMENTS**

1. Dust mop or sweep floor, mop up with water only any spills and/or clean up any other mess.
2. Wipe off all tables used and the sinks and counters. (Soap, towels, and buckets are kept in the small kitchenette area. The small refrigerator must be cleaned out and wiped down if used.
3. Empty all trash cans, put in new trash bags, and carry trash to dumpster in the back of the facility by shed. All boxes must be broken down before placing in the dumpster. Use patio doors to access the dumpster.
4. Place all items back on tables if moved.
5. Place all literature back on bulletin board if it was removed.
6. **Decorating allowed on the tabletops and only from hooks already in place on various walls in dining hall. No tacks, nails, tape, duct tape or reusable adhesive- will not be allowed on any of the walls, floors, tables, or ceiling when decorating. All decorations must be completely removed at the end of the event. Any YAHC decorations that were removed need to be replaced in original spot.**
7. Remove any debris from the parking lot.
8. Exit doors cannot be blocked or covered over and must remain unlocked while the YAHC is occupied.
9. No painting of any kind will be allowed inside or outside of the YAHC
10. If 100 cup coffee maker is used, leave the hot coffee for the YAHC employees to dump.
11. YAHC is a non-smoking facility and abides by the city rules. While using the facility everyone in your party will abide by these rules.
12. Mop bucket and mop, dust mop, broom, and dustpan along with soaps are kept in the janitor’s area in the storage closet.
13. If you have any issues while renting the facility, please call from the emergency list provided.

**RETURN OF DEPOSIT**

Lessee shall return all keys within 24 hours after the rental has ended.

Deposit shall be returned to lessee within seven days after event and after an inspection of the facility has taken place and deemed as satisfactory.

Deposit shall be conditioned upon the faithful performance by the lessee of all of the terms of this agreement, and such portion as may be due shall be returned to the lessee only after.

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|  | Parking lot lights- how to turn off and on |
|  | Alarm- instruction sheet  |
|  | Key- Where and how to return |
|  | Dogging the crash bar doors- Key & where it is kept |
|  | Verify room (s) they are using |
|  | Verify if moving furniture- where it can be stored |
|  | Garbage- Dumpster location |
|  | Coffee Pot- 100 Cup- Provide their own coffee & cups |
|  | Mop bucket for spills, mop, dust mop, etc. in storage closet |
|  | Cleaning supplies and towels- location |
|  | Refrigerator- location- remind to clean up |
|  | Explain decorations  |
|  | Liquor requirements- Board approval, City permit, caterer, and liability certificate |
|  | Copy of the YAHC emergency contact list |

