



GRAMBLING COMMUNITY CENTER RENTAL AGREEMENT

This Agreement, made this _____ day of _____, 20____, between the Grambling Community Center of Grambling, Louisiana ("Town"), and _____ ("User" or "Permittee").

1. **Use.** Subject to the terms and conditions set forth herein, Grambling Community Center grants to User the use of the following facilities (the "Facility" or Facilities") of the Grambling Community Center located _____, in Grambling, LA on the dates and times indicated:

Date: _____ 20____ Time: _____ am pm to _____ am pm

2. **Rent.** (1) User agrees to pay Grambling Community Center rent for use of the Facilities referred to above in the amount of **\$ 300.00**. The rent includes initial use of chairs and tables, basic electricity (110 volt).

3. **Deposit.** User shall also provide a deposit ("Deposit") in the amount **\$ 150.00** to indemnify the Grambling Community Center for the cost of Damage to the Facility or the movable property located therein. The Deposit will be returned within ten (10) days of the event date provided no damage has occurred and the Facility is returned to original condition.

4. **Scheduling and Reservation.** The Grambling Community Center shall schedule all events on a first-come, first served basis. The Grambling Community Center shall tentatively schedule any requested event and shall notify User if another party requests such date before a reservation is confirmed.

5. **Confirmation.** A reservation will be considered confirmed when this Agreement is executed by User and returned to the Grambling Community Center and the Deposit is paid.

6. **Fee and Deposit Payment.** Full payment of all fees, including rent and Deposit, must be made no later than fourteen (14) days prior to the date of the event. Checks for rent and Deposit should be made payable to the "Grambling Community Center".

7. **Cancellations and Refund.** Cancellations to this Agreement must be submitted in writing to the Grambling Community Center Director. If an event is cancelled thirty (30) days before the first date of the event, a refund equal to one hundred (100%) percent of the Deposit shall be made. If an event should be cancelled twenty-one (21) days before the first date of the event, a refund equal to seventy-five (75%) percent of the Deposit shall be made. If an event should be cancelled fourteen (14) days before first date of the event, a refund equal to fifty (50%) percent of the Deposit shall be made. If an event should be cancelled less than seven (7) days before the first date of the event, no refund of the Deposit shall be made. Refund of rent due to cancellation is subject to the discretion of the Grambling Community Center.

8. **Damages.** User will be liable for all damage to the Facility, including all furnishings and equipment. The Deposit will be applied pay for damages and User will be responsible for any damages in excess of the Deposit. The Grambling Community Center shall not be responsible for any loss of damage to materials, equipment, machinery, vehicles or other property of the User or others at the Event.

9. **Security.** When deemed necessary by the Grambling Community Center Director, User is required to provide security at its expense for the Event. Security shall be provided solely by off-duty officers of the Grambling Police Department ("GPD"). The number security officers will be determined by Grambling Community Center. If additional officers are required the GPD or the Grambling Community Center during the Event, User will be responsible for payment of the officers.

10. **Cleaning.** Grambling Community Center personnel will clean Facility before and after use. And will be available as necessary during normal working hours at the Grambling City Hall. User is responsible for returning Facility to the condition which existed prior to the event.



11. **Cancellation.** Grambling Community Center reserves the right to cancel this Agreement if in its sole discretion the Event does not meet reasonable community standards of decency or purpose, in which event User's only recourse shall be refund of the Deposit. Any misrepresentation in this Agreement or in obtaining this Agreement shall be grounds for immediate cancellation by the Grambling Community Center without further recourse by User.

12. **Decorations and Signs.** No decorations shall be placed in or on the buildings, walls or corridors of the Facility, nor shall any advertising signs be supported by nails, tacks, screws or pressure-sensitive tape on walls or woodwork of the Facility, without the written approval of the Community Center Director. The Grambling Community Center is not responsible for removal or damage to any decorations.

13. **Unavailability of Facility.** In the event the Grambling Community Center is damaged by fire, flood or other cause, or in the event of any other casualty or foreseen occurrence, including the use of the Facility as a shelter for displaced person, which shall render the fulfillment of the Agreement by the Grambling Community Center impossible, then this Agreement shall terminate and User shall be liable only for fees up to the time of such termination. User hereby waives and releases any claim for damages or compensation as a result of such termination.

14. **Access.** Grambling Community Center personnel and security officers shall have complete access at all times to all parts of the Facility.

15. **Smoking.** No smoking is allowed at the Facility.

16. **Taxes.** User shall be responsible for the filing of all necessary federal, state and local tax returns and the payment of all federal, state and local taxes.

17. **Assignment.** User shall not assign or sublet any rights under this Agreement without the written consent of the Grambling Community Center.

18. **Indemnity.** User, which includes any group, entity and all individuals participating any event at the Grambling Community Center. Agrees to indemnify, defend and hold harmless the Grambling Community Center from any claims, damages, liability or costs arising out of injury or death to any person or damage to property Certificate of Insurance when deemed necessary by the Grambling Community Center.

19. **Liability Insurance.** If, in the determination of the Grambling Community Center, liability insurance is required, a liability insurance policy satisfactory to the Grambling Community Center shall be a prerequisite to use the Facility. A copy of the policy and/or Certificate of Insurance shall be provided to the Director no less than one month before the first day of the event. For events scheduled less than one month before the first day of the event, proof of insurance shall be a prerequisite to the taking of a reservation. The insurance policy shall be procured at User's expense and provide comprehensive general liability insurance including all contractual liability here under. With limits not less than \$1,000,000 bodily injury liability and \$50,000.00 property damage liability for each occurrence and the policy shall provide at least ten (10) days prior notice to the Grambling Community Center in the event of cancellation or any material change in such insurance policies and Grambling Community Center shall be stated as an additional insured. Should User fail to furnish evidence of any insurance required hereunder or in the event of cancellation or material changes any such insurance, Grambling may terminate this Agreement immediately.

20. **Other Conditions.** User further agrees to abide by all rules, regulations and policies of the Town of Grambling.

21. **Amendments.** Any amendments to this Agreement must be made in writing.

22. **Attorney's Fees.** In case suit or actions is instituted by the Grambling Community Center to enforce compliance with any provision of this Agreement, the Grambling Community Center shall be entitled, in addition to the costs and disbursements provided by statute, to reasonable for attorney's fees.

23. **Consent and Violation.** By signing this Agreement, User agrees that User has read, understood, and consented to all the provisions, set forth herein, as well as any other rules, regulations or policies separately provided. User also



understands that violation of any of the provisions may result in termination of the Agreement, fines, suspension from the Facility and/or prosecution.

Grambling Community Center, Grambling, LA _____

By: _____

By: _____

Address: _____

Telephone No.: _____

Facsimile No.: _____

Email No.: _____

Date: _____

Date: _____



GRAMBLING COMMUNITY CENTER USAGE POLICY

PLEASE READ THE FOLLOWING RULES CONCERNING THE USE OF THE GRAMBLING COMMUNITY CENTER

- All decorating shall be the responsibility of the group renting the Grambling Community Center as well as the removal immediately following your event. (However, arrangements can be made through the Director to remove the remainder of any equipment or decorations the following day if time permits).
- Nails, staples, tacks, or duct tape are not allowed to secure banners or decorations to the walls or stage. We have designated areas for banners and decorations located behind the stage and across the room on the north wall of Grambling Community Center.
- Straw, hay, or highly flammable decorations are not allowed.
- Lit candles are not allowed.
- Glitter is not allowed for decorating purposes.
- Spray painting is not allowed inside the Grambling Community Center or on the Grambling Community Center sidewalks.
- The Grambling Community Center staff must have a diagram for the room set-up at least (2) days prior to the event. If one is not provided, your group will be responsible for the set-up of tables and chairs.
- All events must end by 12:00 a.m.
- If the kitchen is used by caterers or renters, it must be cleaned to its original condition. (The Grambling Community Center is not responsible for supply cleaning supplies or chemicals).
- All table covering and place settings shall be the responsibility of the caterer or renter as well as the removal of any such items.
- Any security necessary for your event must be arranged no later than (5) days prior to your event. Failure to obtain security by the required time shall be grounds for immediate cancellation.
- Crowd control shall be maintained at all times. If crowd control problems threaten the safety of attendees or Grambling Community Center staff, your event may be canceled immediately at the discretion of the Director or the designee in charge.
- Smoking is not permitted inside the Grambling Community Center or Town Hall.
- When using the kitchen, you are responsible for:
 - a) Clearing your dishes from the table at the end of your meal
Scraping excess food from dishes into trash cans and stacking dishes in the kitchen (trash cans and liners will be provided)
 - b) Clearing and wiping down all countertops
 - c) Clearing all sinks of excess food
 - d) Disposal of cooking oil/grease

YOUR COOPERATION IS APPRECIATED

*** You may be subject to additional fees or risk forfeiting any deposits if the above rules are not observed.**

IN WITNESS WHEREOF the parties have affixed their signatures as follows:

User

Grambling Community Center

By: _____

By: _____

Date: _____

Date: _____

Please complete and return



Grambling Community Center Rental Information

1. Date of Event _____
2. Name of Event _____
3. Event Type _____
4. Organization Name _____
5. Contact Name _____
6. Phone Number _____
7. Address _____
8. E-mail Address _____
9. Room Style (set-up) _____
10. Attendance _____
11. Event Start Time _____
12. Event Set-up Time _____
13. Profit or Non-Profit _____
14. Equipment Needed for the Event _____

GRAMBLING COMMUNITY CENTER SECURITY POLICY

The following is the current pay rate for an off duty police officer of the Grambling Police Department:

Normal Rate	\$25.00 per hour – per officer
New Years Day	\$50.00 per hour – per officer
Easter Sunday	\$50.00 per hour – per officer
Independence Day (July 4 th)	\$50.00 per hour – per officer
Thanksgiving Day & Day After Thanksgiving	\$50.00 per hour – per officer
Christmas Eve (6:00 a.m. -12 midnight)	\$50.00 per hour – per officer
Christmas Day	\$50.00 per hour – per officer
New Years Eve (6:00 a.m. -12 midnight)	\$50.00 per hour – per officer

ANY CITY HOLIDAY NOT SPECIFIED ABOVE WILL ALSO HAVE AN OFF-DUTY RATE OF \$50.00 PER HOUR - PER OFFICER.

For private parties, dances and social functions, payment for the officers is required one (1) week in advance of the event. A minimum of one officer per 100 expected guests is required for this type of event.