



SPRINGFIELD-GREENE COUNTY PARKS & RECREATION



Rental Agreement # _____

www.ParkBoard.org
NVC@springfieldmo.gov

301E. Talmage St, Springfield, MO
(417) 837-5808 FAX (417)837-5905

This agreement is made and entered into this _____ day of _____, 201__ between the
Springfield-Greene County Park Board and _____ (renting organization).

1. In consideration of the below listed rental fee, the renting organization is granted use of the Northview Center located at 301 E. Talmage in Doling Park.
2. RENTAL DATE: _____ TIME IN: _____ EVENT TIME: _____ TIME OUT: _____
3. Any and all rental payments required by this RENTAL AGREEMENT shall be made payable to SPRINGFIELD-GREENE COUNTY PARK BOARD and mailed or delivered to the staff at the Northview Center, 301 E. Talmage St.
4. The renting organization covenants that the rented premises shall be used only for the following purpose(s):

5. Certificate of Insurance for Comprehensive Public Liability Insurance (IS) (IS NOT) required.
6. The renting organization agrees that, should the need arise, a cancellation notice of at least fourteen (14) days prior to the time of the rental is required in order to be eligible for a refund of rental fees paid, less a \$10.00 refund processing fee. However, when cancellation is a result of extreme inclement weather or national emergency which would also prevent other groups from renting the premises for an identical term as that of this RENTAL AGREEMENT, the Springfield-Greene County Park Board will waive the cancellation policy and agree to return any rental fees to the rental organization, or re-schedule the rental at a time and date agreeable to both parties.
7. The renting organization agrees to be responsible for and reimburse to the Park Board costs associated with any repairs to, or replacement of, any property or equipment damaged, stolen or lost caused by any member of the renting organization, except for normal wear and tear as deemed appropriate by the Springfield-Greene County Park Board.
8. The Park Board shall have the right to terminate this agreement upon receiving information that the renting organization is using the premises or is engaged in an activity on said premises which is in violation of Federal or State laws, City ordinances or rules and regulations of the Springfield-Greene County Park Board.
9. The renting organization MUST NOT discriminate on the basis of race, creed, color, national origin, religion, or sex. The Park Board reserves the right to terminate this RENTAL AGREEMENT upon information the renting organization is engaging in or intends to engage in illegal discrimination.
10. The renting organization agrees to indemnify, defend, and hold harmless the Springfield-Greene County Park Board from claims and damages because of bodily injury, including death, and from claims for damages to property which may arise both out of and during operations under this RENTAL AGREEMENT whether such operations be by the renting organization or by anyone directly or indirectly employed by the renting organization. This paragraph shall not apply to any school agency, state university, or political subdivision of the state.
11. The Park Board does not assume by the rental of said premises responsibilities for the supervision of the activities to be held by the renting organization on the premises. Further, the renting organization agrees that it has inspected the premises and finds that said premises are suitable for the purpose for which the renting organization proposes.
12. The Springfield-Greene County Park Board has the right to cancel this agreement at any time if its staff determines any part of this agreement has been breached by the renting organization. The renting organization may be given an opportunity to correct the breach of this agreement and be allowed use of the area(s) listed in this rental agreement.
13. The renting organization representative listed below agrees to the rules and rental requirements listed on the attached RENTAL FEES AND REGULATIONS page. Returned insufficient checks are charged a \$20.00 fee.

**PLEASE NOTE: City Ordinance prohibits smoking anywhere inside the facility.
The only assigned smoking areas are on the patios on the north and east sides of the building (NOT in the front entryway). Those wishing to smoke MUST use the appropriate assigned smoking areas only!
Be sure to inform the members of your organization!**

As responsible representative for the above listed organization, I hereby agree to all of the fees, rules, and regulations listed on this page. Further, I acknowledge completion of a properly executed Springfield-Greene County Parks & Recreation - Northview Center Rental Agreement.

Signature: _____



Rental Agreement
Northview Center in Doling Park
 301 E. Talmage St.
 Springfield, Missouri 65803



Renting Organization:	
Representative:	
Address:	
City:	Zip Code:
Daytime Telephone:	Evening Telephone:
Cell Phone:	Email:
Type of Activity:	Date of Birth:
Group Size:	
Include children?	YES NO

IN WITNESS WHEREOF, the parties have hereunto set their hands and seal this agreement this _____ day of _____, 201___. I have read, understand, and received a written copy of Northview Center Rental Agreement and agree to abide by all as written.

_____ Contracting Organization	Springfield-Greene County Park Board, Rental Approved by:
BY: _____	BY: _____
TITLE: _____	TITLE: _____
Address: _____	Date: _____
City, State, Zip: _____	Northview Center: (417) 837-5808
Day/Evening phone: _____/_____	

BELOW FOR OFFICE USE ONLY:

Date	Payment Description	Amount charged	Amount received	Payment type	Balance Due	Comments
	Cleaning Deposit					
	Total Rental Cost					Room Rented: Date: Time:
	Addendum Items					Items:
	Total Amt Due					
	Payment					
	Payment					
	Payment					Balance Due by



**Rental Fees for
Northview Center in Doling Park
301 E. Talmage St.
Springfield, Missouri 65803**



417-837-5808

Fees as of 4/1/2017

Grand Ballroom	3 hour minimum	\$225 / 3 hours	\$75 each additional hour	Approx 9,000 sq ft
North ½ Ballroom	2 hour minimum	\$130 / 2 hours	Includes Kitchen & Stage \$65 each additional hour	Approx. 4,200 sq ft
South ½ Ballroom	2 hour minimum	\$130 / 2 hours	\$65 per hour	Approx. 4,200 sq ft
Arts/crafts room	1 hour minimum	\$30 per hour		Seats 24 in work stations
Pool room	1 hour minimum	\$30 per hour	By special arrangement only, after 4:30 p.m.	Capacity: 40 Only for 12 and older
Hospitality room	1 hour minimum	\$30 per hour		Conference table seats 12.

- As a general rule, the Northview Center is reserved for senior citizen programs and activities Monday through Friday from 8:30 a.m. to 4:30 p.m.
- Cleaning deposit is \$30 to \$200 depending on use of facility and number of participants.
- Deposit may be waived for meeting rooms only at the discretion of the Center Coordinator.
- Deposit for rental is fee for one hour rental of requested room.
(If rental fee is \$50 or less, then full payment is required in order to reserve rental date/time.)

*A rental contract and the deposit must be submitted in order to confirm any rental. The balance of the rental fee must be paid at least **14 days prior** to the rental date. No refund of fees if cancelled less than 14 days prior to the rental or if rental concludes early. NOTE: All cancelled rentals are charged a \$10 processing fee.*

RENTAL RULES

1. Set up, take down and clean-up MUST be completed within your rental time.
2. Children must be supervised at all times. No children are allowed in the kitchen area. Do not allow the children to play unsupervised.
3. Use of helium filled balloons must be securely tied to weights. Should balloon retrieval be required, an additional clean-up fee will be incurred.
4. Only battery operated candles are permitted.
5. Alcoholic beverage, smoking and/or concealed weapons are NOT allowed anywhere in the building. City ordinance prohibits alcohol anywhere in Doling Park. Smokers must go to the designated outdoor patios and may not be within 50 feet of the main entrance.
6. Paper products, cookware, or plastic ware are not included in your rental. The contents in kitchen cabinets may not be used. The coffee pots are available for use only if included in rental agreement.
7. The selling of concessions is prohibited inside the building or outside on any Parks property.
8. Please be finished with your activity by the assigned time. If your group goes past the agreed time listed below, the full additional hour rental charge will be levied for each hour or fraction thereof.
9. Vehicles are NOT to be parked in circle drive – this area is for loading/unloading only.

CLEAN-UP

1. Clean-up of the facility is the responsibility of the rental party. If NVC staff is required to clean up after your rental, the cleaning deposit will be retained.
2. You must sweep and dust mop all floors of the rental area and spot wet mop as needed. This includes all bathrooms that are used by your organization. Empty all trash containers into the outside dumpster.
3. Clean and return all tables, chairs and equipment to their proper place. If your rental includes the kitchen area, it must also be cleaned.
4. Rental Checklist must be complete, signed and returned to monitor prior to departure of rental group.

As responsible representative for the above listed organization, I hereby agree to all of the fees, rules, and regulations listed on this page. Further, I acknowledge completion of a properly executed Springfield-Greene County Parks & Recreation – Northview Center Rental Agreement. **Signature:** _____

Northview Center Rental Agreement Addendum

The following items (*initialed by renter*)
have been included in the rental agreement for Northview Center.

These fees are non-refundable in the event of non-use.

_____ **Coffee Pot**

\$ 5

- 55 cup coffee pot
- Coffee, filters, cups, stir sticks, creamer, sugar/sweetener, etc. are to be furnished by the renting organization.
- Coffee Pot must be cleaned and stored as a part of clean-up.
- The renting organization will accept responsibility for repair or replacement costs of any damage incurred during rental use.

_____ **Podium/Lectern**

\$25

- NVC Staff will set up Lectern, demonstrating to renting organization proper control use.
- Food and Drink are not allowed on the Lectern.
- Lectern must be stored as a part of clean-up.
- The renting organization will accept responsibility for repair or replacement costs of any damage incurred during rental use.

_____ **Electronic Keyboard/ Piano**

\$15

- Keyboard may only be moved under the supervision of NVC Staff.
- The renting organization will accept responsibility for repair or replacement costs of any damage incurred during rental use.

_____ **Projection Screen (ceiling mount or portable)**

\$15

Note: *This does not include tv, dvd, computer, power point or other AV equipment.*

- NVC Staff will control raising and lowering of projection screen.
- If children are present during rental, screen will be lowered to a level above their reach.
- The renting organization will accept responsibility for repair or replacement costs of any damage incurred during rental use.

_____ **Sound System**

\$25

- This includes mixing board, CD player with ipod dock, cassette player and microphones.
- NVC Staff will set up the sound system, demonstrating proper use to renting organization.
- Food and Drink are not allowed on or near the sound system.
- Sound system must be turned OFF and stored as a part of clean-up.
- Cords and microphones must be returned to front desk staff.
- The renting organization will accept responsibility for repair or replacement costs of any damage incurred during rental use.

Signature _____

Total Cost _____