



**CHESTERFIELD FAMILY CENTER
RENTAL AGREEMENT**

Rental Fees:

Full Community Room with Kitchen	\$55.00 per hour	75 people maximum
North Community Room with Kitchen	\$30.00 per hour	25 people maximum
South Community Room	\$25.00 per hour	30 people maximum
Activity Room	\$30.00 per hour	25 people maximum
Non Member fee	\$10.00 per rental	
Refundable Deposit	\$30.00 per rental	

Rental Date _____ **Rental Times** _____

Room Rented _____ **Purpose of Rental** _____

Name _____ **Address** _____

City, State, Zip _____ **Daytime Phone** _____

Evening Phone _____ **Cell Phone** _____ **Size of Group** _____

What other areas of the facility do you plan to use during your rental _____

Room set up: # of Tables _____ **# of Chairs** _____

Table and Chair Options: (typically get six chairs per 6 ft. rectangle table)

Option 1 _____

Option 2 _____

Option 3 _____

Additional Comments _____

Please be finished with your activity within your rental time or an additional hour will be charged. Set up and clean up must be completed during your rental time.

Room Rentals only give you access to the room you are renting, not the rest of the facility. All non members using the other sections of the facility must pay the daily fee. Adults \$8, Youth and Seniors \$6.

I have read and agree to all Rental Agreement Rules _____

Signature

OFFICE USE ONLY **Receipt #** _____ **Date** _____ **Staff** _____

Rentals Fees _____ **Deposit** _____ **Non Member Fee** _____

Total Paid _____ **Cash** **Check** **Credit Card #** _____ **exp. Date** _____

**Chesterfield Family Center
Rental Agreement Policies and Rules**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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
7. 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.
8. Insufficient checks are charged a \$20.00 fee.
9. No smoking in the facility or within 50 ft. of the building.
10. No alcoholic beverages are allowed in the parks or park facilities.
11. City Ordinance prohibits the sale of tickets, concessions, services, materials or merchandise in parks or park facilities.
12. Children must be supervised at all times. No children are allowed in the kitchen area.
13. 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 not available for use.
14. Clean up of the facility is the responsibility of the rental party. Please leave the room the way it was at the beginning of the rental. If Park staff are required to clean up after your rental and additional charge of up to \$200.00 will be levied.
15. You must sweep all floors of the rental area and spot mop as needed. Empty all trash into containers provided.
16. Clean tables and chairs. If your rental includes the kitchen area, it must also be cleaned. A cleaning cart with supplies is available to use for clean up.