

## **Dunlap Senior Center Rental Agreement and Guidelines**

### **Introduction**

The Dunlap Senior Center is operated by the Senior Center Members, a non-profit organization. Dunlap Senior Center is situated in Dunlap, Iowa and is available for all Senior Citizens in the Dunlap area to use as a meal site and social setting.

### **RENTAL INFORMATION**

#### **Rental Availability**

The Dunlap Senior Center is available for Thanksgiving, Christmas and New Years Day. **Please be aware that rentals (especially on Holidays) are on a first-come, first-served basis.** The site will also be available for family gatherings or any other events. The only time it will be unavailable is during the week around lunchtime. On weekdays the center will be available any time after 5:00 p.m. until 10:00 p.m. The center is available any time on the weekends.

The Site Manager along with the members of the Dunlap Senior Center shall regulate and reserve the right to refuse the rental of Dunlap Senior Center, should it be determined that a given renter will either compromise the security of the facility or that the intended use is not in the best interest of the Dunlap Senior Center.

#### **Cancellations and Refunds**

Dunlap Senior Center retains the right to cancel an event at any point should the renter fail to comply with any of the terms and conditions contained in the agreement. Dunlap Senior Center has the right to cancel in the event of an act of God, notice of violation by any government agency, special security issues or other occurrences beyond the control of the Center. In such instance, fees paid will be reimbursed.

#### **Rental Agreement**

##### **Contractual Agreement**

After the reservation fee has been paid and rental date has been agreed upon by the renter and Dunlap Senior Center, a designated representative of the renter must sign the last page of this agreement, which outlines the conditions and specifications of the rental relationship.

##### **Indemnity**

The renter agrees to assume full financial liability and responsibility for any damage or loss of objects or property belonging to or managed by Dunlap Senior Center for any

accident or injury incurred by the renter or renter's contractors or renter's guests during or as a result of such use.

### **Set-up and Clean up Requirements**

You must clean up and remove all garbage and waste materials. **Additional clean up or damages attributed to the event will be billed at actual cost.** Leave the Center in the same condition it was in when you arrived. Please vacuum, sweep, and take out the garbage. (Outside the back door and around the building to your left is the location of the dumpster).

You are **NOT** allowed to use any of Connections' belongings, which includes the following:

- Computer
- Main Coffee Pot/Maker
- Vulcan Stovetop
- Vulcan Oven
- Dishes/Utensils
- Dishwasher/Sterilizer
- Television

**Alcoholic beverages and/or smoking are not allowed inside of building.**

I have read the above and agree to abide by the Rental Policy and Use Guidelines as stated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_

Addresss \_\_\_\_\_

Rental Fee of \$100.00 paid this day \_\_\_\_\_

Key number \_\_\_\_\_