



FACILITY USE & RENTAL FORM

GENERAL STATEMENT:

The Deerfield Community Center, Inc (“DCC”) facilities are available for use by any group, organization, or individual, provided space is available and further provided that such use does not conflict with the mission of the DCC.

Today’s Date: _____

Type of Building Use (*Circle One*): Non-Profit or Facility Renter

Rooms Requested (*Circle ALL That Apply*): Main Meeting Room Kitchen

Purpose of Request: _____

Date of Building Use/Rental: _____

Is this a recurring event? Yes No

Time of Building Use/Rental: _____

Person Responsible (*print*): _____

FACILITY HOURS

Operating Hours

Monday—Friday	9:00AM-5:30PM
Friday	7:00PM-10:00PM
Saturday	7:00PM-10:00PM
Sunday	CLOSED

FACILITY FEES

The Center is available at the following fee schedule:

5 hours or less	\$100 deposit* plus \$50 fee
5-10 hours	\$100 deposit* plus \$100 fee
10 or more	\$100 deposit* plus \$200 fee

- Deposit must be received one business day prior to the scheduled date of use. Deposits will be returned upon return of keys and completion of a satisfactory inspection by a staff member. If damages are incurred, they will be deducted from the deposit and there will be a delay in returning any remaining balance from the deposit.
- DCC activities take priority for use of the facility. If a program has to be moved or cancelled there must be a minimum 2 week notification and an additional \$50 fee will be required.



USER/RENTER MUST READ AND SIGN

1. Smoking is not permitted on DCC property; this includes the back and sides of the building at ANY time.
2. Alcoholic beverages will not be sold on DCC property.
3. No event at which the majority of the participants will be under the age of 21 may include alcoholic beverages.
4. The premises must be left in the same condition in which they were found.

The undersigned agrees to indemnify and hold harmless Deerfield Community Center, Inc, it's Board of Directors, agents, volunteers, employees and affiliates from any and all claims, demands, losses, actions, damages, costs, expenses and liabilities including injury to persons or damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products, hired or obtained by the renter, except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said employees or affiliates. Deerfield Community Center, Inc and its staff will also not be responsible for lost, stolen or forgotten articles.

THE UNDERSIGNED HAS READ AND AGREED TO ABIDE BY THE ABOVE RENTAL POLICIES AND HEREBY AGREES TO RENT OR USE DEERFIELD COMMUNITY CENTER'S FACILITIES.

Rental will be on (mm/dd/yyyy)___/___/_____ OR will reoccur on the _____ of each month for a period ending _____ for the **total** amount of \$ _____

Name of User/Renter (*print*)_____

Signature_____

Address_____

Home Phone:_____ Work:_____ Cell:_____

<p>OFFICE USE ONLY: I DO/DO NOT recommend this usage to be granted for the above dates and times. _____ (initials) Deposit Collected:_____ Fee Collected:_____</p>
<p>Reason for denial/Additional comments: _____</p>