



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.

General Rental Information

- DCC activities take priority for use of the facility.
- Meeting rentals must be booked at least 24 hours in advance, Event rentals must be booked one week in advance.
- Events serving alcohol will require a signed waiver and a \$100 fee to cover insurance costs.
 - Alcoholic beverages are permitted subject to state and local regulations (e.g., over 21 years of age, no sales without state/local permit, etc.). Alcohol may be provided by users for their own parties only, as approved by the DCC. Special event users planning to sell alcoholic beverages must obtain all permits required to do so. All beverages must be in ONLY plastic & aluminum please, NO GLASS.
- The user is responsible for setting up and tearing down their event within their rental time frame.
- Collecting garbage, cleaning tables & sweeping are required at the event’s conclusion. The tables and chairs must be returned to the original arrangement.
- Tacks, nails, tape or adhesives of any kind will not be permitted on walls, floors, ceilings, doors or furnishings. Contact DCC with questions on acceptable decorations.
- The building is closed by 10PM.
- Regular user groups will have room set ups/tear downs as previously agreed upon.
- The Center is a smoke free environment.
- No event at which the majority of the participants will be under the age of 21 may include alcoholic beverages.
- No Food or Drink is allowed in carpeted areas.



Deposit/Fees

- Security deposit must be submitted with your Rental Form to secure your reservation.
- Final payment for rental must be paid in full at least **one week** in advance of scheduled rental.
- Deposits will be returned upon 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.
- All refunds will be made within 14 days of your rental date.
- Applicant understands that if DCC is required to provide any cleanup, maintenance or repairs as a result of the rental, Applicant shall be responsible for the costs. Applicant agrees that the deposit for the activity or event included in this rental shall first be applied to such charges, and in the event the deposit is insufficient to cover such charges, Applicant shall pay the balance of such charges within 15 days of receipt of an itemization of the charges.
- Failure to return the rooms to their original set up will forfeit \$50.00 of your refundable deposit.
- Failure to leave the facility as clean as you found it will result in an automatic forfeiture of your security deposit.

Cancellation Policy

- Cancel 30 days in advance for complete refund of fees & security deposit
- Cancel more than seven days in advance for refund of fees. We retain security deposit.

User/Renter Must Read and Sign

- 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.

Signature_____

Date:_____

Office Use Only:

I DO DO NOT recommend this usage to be granted for the listed dates and times. _____ (initials)

Deposit Collected:_____ Fee Collected:_____ Deposit Refunded:_____

Reason for denial/Additional comments:_____



Today's Date:	
Type of Building Use:	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Facility Renter If Non-Profit, Tax Exempt Number:
Space(s) Requested:	<input type="checkbox"/> Community Room <input type="checkbox"/> Solar Pavilion <input type="checkbox"/> Kitchen <input type="checkbox"/> Game Room <input type="checkbox"/> Lounge
Purpose of Request:	
Date of Rental:	
Hours of Rental (5 hours or less):	Start: End:
Will alcoholic beverages be served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcoholic beverages be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No Alcoholic beverage permit issued:
Amplified sound?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of User/Renter (<i>print</i>):	
Address:	
Phone:	
Email:	