

# Ridgetown and Area Adult Activity Centre

## Facility Rental Agreement

Date of Application: \_\_\_\_\_

BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE  
PLEASE READ CAREFULLY

APPLICANT INFORMATION	
Organization: (If Applicable)	
Last Name:	First Name:
Address:	
City:	Postal Code:
Home Phone Number:	Cell Phone Number:
Email Address:	
RENTAL DATE:	DATE PAID:

**RELEASE OF LIABILITY, HOLD HARMLESS AND WAIVER OF RIGHTS.**

In consideration of the use of the Facility, I hereby release, indemnify, and hold harmless The Ridgetown and Area Adult Activity Centre, its Board Members, its staff, volunteers or program leaders from any liability resulting from any personal injury to myself or anyone accessing the property for the event or damage to my property or the property of any participants in the event occurring due to attendance at the event, course or program.

**ACKNOWLEDGEMENTS:** I further acknowledge that I have CAREFULLY read, understood, and will abide by the attached TERMS OF USE and FACILITY RENTAL CHECKLIST.

SIGNATURE \_\_\_\_\_ WITNESS \_\_\_\_\_

PLEASE PRINT \_\_\_\_\_ DATE: \_\_\_\_\_

*The personal information collected on this form will be used for the purpose of program registration, payment, aggregate statistical reporting and allocation of staff resources. The information will ONLY be for the Ridgetown and Area Adult Activity Centre and will NOT be shared with third parties. Questions about this collection should be addressed to the Centre Coordinator.*

# Ridgetown and Area Adult Activity Centre

## Facility Rental Agreement

### TERMS OF USE (of the Ridgetown And Area Adult Activity Centre)

#### Terms of use include the following:

1. Rental of the Centre is limited to Members Only for Family Functions with the following rules and regulations:
2. Rental fee as at January 1, 2016 is \$75.00 for the use of three rooms, paid at the time of booking. This fee is non refundable.
3. A \$50.00 deposit for damages/cleaning must also be paid in advance of rental. (This will be returned if the facility is found to be left as it was found)
4. Renters are responsible for any damages to the facility.
5. Rental is limited to 3 rooms; washrooms, general purpose room (front hall), games room (back hall), and the kitchen.
6. There is no basement access.
7. This is a smoke free facility, and the use of alcoholic beverages is not permitted.
8. Deep frying is not allowed in the facility.
9. Prior to the event, meet with staff to pick up the key, and receive instructions and other information that will be useful.
10. Use the check list attached upon leaving so that the rooms are left as they were found.

### FACILITY RENTAL CHECKLIST

1. Everything should be left as it was found.
2. If needed vacuum / wash floors.
3. Dishes are to be washed and put away.
4. Tables and chairs are to be restacked / left as found.
5. Ensure front and back doors are locked.
6. Ensure stove / oven are turned off.
7. Please put any used dish towels and cloths in bin on cart marked dirty.
8. Please ensure garbage is put in proper bin outside back door.
9. Please rinse and deposit any recyclables in bins. (one in front room, one in backroom)
10. Turn off all but one light. Leave the one light in the front room. (switch is labeled in the kitchen)
11. Building will be checked against this checklist prior to \$50.00 deposit being returned.
  - a. If deposit is to be returned it will take one week to receive.