

LaGrange/Frink Alumni and Friends Association

Cultural Center

Facility Rental Policy and Application Forms

Revised 1/15/2009

LaGrange/Frink Alumni & Friends Association

MAIL ADDRESS: POB 424 (Located at 5766 Aldridge Store Road)
LaGrange, North Carolina 28551

Cultural Center Room Rental Agreement and Application

(to be submitted signed with the Rental Guidelines & Insurance Requirements Forms Attached)

- Rentals are open to LaGrange/Frink Alumni & Friends Association (LFAFA) members, partnering agencies and organizations, groups, businesses, churches, etc., in the surrounding communities. LFAFA events will take priority on the rental schedule.
- This application must be completed/submitted with the set up fee **no later than 14 days prior** to the date to be used. Payment must be completed 48 hours prior to the event.
- Reservations are only approved when the application is turned in to the Cultural Center Office **and** the reservation coordinator **confirms** the date with you in **writing/fax/email**.
- Reservations are made on a first come, first served basis, specifically, the first to reserve/complete paperwork **and** provide the deposit 14 days prior to the event deadline.
- The LFAFA reserves the right to **refuse** any application at their discretion.
- * Partnering agencies – those who support the LFAFA mission & goals; also open to for profit businesses that meet certain criteria, but must be approved to have meetings or events at the LFAFA Cultural Center.

Please PRINT the following information:

DATE _____

Group Name _____ Phone _____ FAX _____
(spell out any abbreviations)

Address _____ Email _____

Contact Person _____ Work/Cell# _____ Home _____
(minimum 21 years of age, present ID if needed)

Event Date(s) Rental Desired _____ Number Expected _____

One time rental _____ ; # of Consecutive Months _____ ; Monthly for 12 months? _____ Other Series _____ ;

Event Description _____

_____ (use back if necessary)

Time(s): Set-up/decorate? _____, Start _____, End _____ (vacate 30 min. afterwards) Serving Food/Drink? _____

Rental Group Contact Person(s) On-Site (if different from group contact above):

1. _____ Phone _____ Email _____

2. _____ Phone _____ Email _____

Facilities & Equipment Rental Fees

1. ___ X-LARGE Multi-Purpose Room: \$375-7 hours, \$50 per extra hour.

2. ___ LARGE Multi-purpose room: \$275 – 5 hours, \$75 per extra hour.

3. ___ LARGE Multi-Purpose room: \$150 – 3 hours, \$75 per extra hour

4. **SPECIAL RENTAL RATES AVAILABLE FOR:** Training sessions, Church Services, use of outside space in back of Center, weekly or monthly meetings etc. Please contact Cultural Center Management for information.

5. ___ **Special Wedding Package:** (practice, wedding and banquet reception) \$575 for 15 hours over two days

CIRCLE NEEDS: projector - screen – easel - flip chart
TV/VCR Kitchen Other _____

Set Up Preferred – check with Cultural Center Management with regards to set up.

- **An additional \$100 DEPOSIT is required for events with food served.** Refundable after event's housekeeping is completed. Upon agreement signing, Center Management will confirm the areas to be cleaned.
- **Absolutely No Food or Drink in the Computer Room or outside your rental area.**
- **WHITE Tablecloths may be rented for \$10.00 each and Napkins (set of eight) for \$3.00.**
- **Kitchen is for set up & warming Food ONLY!!!!!!!**

Rental Guidelines & Insurance Requirements Forms must be signed & attached to this agreement.

Office Use: Date Rec'd _____, Appr. by _____, Dep. Pd _____/Date _____, BAL DUE \$ _____ Ins. Certif rec'd _____ (if N/A _____)

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Guidelines for Cultural Center Facility & Equipment Rental/Usage

Rental Group Contact Person Responsible or Individual Renter – Please Read and Initial below:

1. (initial) No smoking, profanity, gambling, or inappropriate behavior is permitted in the building or anywhere on the Cultural Center property, nor is the display of offensive materials.
2. (initial) Prior approval must be granted to rental groups or individuals planning to use decorations other than table centerpieces, tableware, or like items, to ensure proper care is taken to prevent facility damage. For example, displays needing tacks/push pins, tape, wire hangers or other fasteners to attach to walls, display boards (bulletin, dry erase, or chalk) doors, floors, table surfaces, chairs, ceilings, lighting or other room fixtures.
3. (initial) Groups or individuals shall be responsible for any damages to the Cultural Center's property during facility rental period.
4. (initial) The minimum age requirement is 21 years for person signing the Cultural Center rental agreement.
5. (initial) All non-adult groups under 21 years of age, must have a ratio of three adults over 21 years of age to chaperone for every 25 youth in attendance of their event.
6. (initial) There will be no sitting or standing on any non-seating surfaces such as tables, display surfaces, other building furniture or fixtures, nor any sitting on the arms or backs of chairs. Chairs are not to be tilted back on two legs.
7. (initial) It is the responsibility of the individual(s) that sign this facility rental application along with the individual(s) on site to ensure their group's compliance with these guidelines and be responsible for their group's activities and behavior. Please review the facility guidelines with your group prior to event.
8. (initial) RENTAL GROUP GUESTS ARE NOT ALLOWED TO ENTER OTHER AREAS OUTSIDE OF THE RESERVED AREA. **CHILDREN/MINORS MUST BE MONITORED BY ADULTS AT ALL TIME.** PLEASE CHECK WITH CULTURAL CENTER MANAGEMENT ON ADDITIONAL GUIDELINES FOR YOUTH AND TEEN FUNCTIONS.
9. (initial) Groups are responsible for taking out their own trash in bags provided, and for the breakdown of the room unless otherwise specified, written and approved in this contract.
10. (initial) Each room rented should be left in the same condition in which it was found prior to the event.
11. (initial) Other specifics (fill-in if needed) _____, as discussed with your specific group prior to rental.
12. (initial) Other items not mentioned above _____.

Thank you for choosing the Cultural Center facility for your special event. We hope it will be a fun and safe visit. Please read over the rental application/agreement carefully and sign below stating that the following information is correct. If you have any questions, please contact our rental coordinator or center director.

PRINT NAME(s):

Group Name & Event Description -- OR -- Individual-Name & Event Type	Daytime Phone
1) _____ PRINT NAME - Group Representative or Individual Renter	_____ Job Title (If applicable)
2) _____ PRINT NAME – Co-Group Representative or Co-Individual Renter (If applicable)	_____ Job Title (If applicable)

SIGNATURE(s):

1) _____ PRINT NAME - Group Representative or Individual Renter	_____ DATE
2) _____ PRINT NAME – Co-Group Representative or Co-Individual Renter (If applicable)	_____ DATE

Office Use: Date Rec'd _____, Appr. by _____, Dep. Pd _____/Date _____, BAL DUE \$ _____ Ins. Certif rec'd _____ (if N/A _____)

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Cultural Center Facility Rental – Insurance Requirements

Rental groups (not individuals) which rent our facility must provide and maintain comprehensive general liability insurance coverage for the duration of the rental period hereunder with an insurance company rating of "A" by Best's and licensed in North Carolina, which such insurance shall name the Cultural Center and their respective officers, employees, agents, representatives and members as additional insured and contain such coverage amounts and requirements as are pre-approved by the Cultural Center's Insurance Committee or a designee thereof. A certificate of insurance must be delivered to the Cultural Center **at least 14 days prior to commencement** of any rental hereunder.

An individual who rents the facility for family functions such as birthdays, wedding events, retirement parties and so forth, is not required to provide proof of insurance.

By signing where indicated below, the undersigned hereby represents and warrants that he/she is the authorized representative of the _____ group. The undersigned, on behalf of the group registered to the facility, hereby agrees to waive, discharge, covenant not to sue, indemnify, safe, release and hold harmless the **LaGrange-Frink Alumni & Friends Association Cultural Center**, their respective agents, employees, officers, directors, members, and other staff and personnel, and each of their personal representatives, assigns, heirs and next of kin, from any loss, liability, damage or cost resulting from any and all injuries, claims, demands, actions, or judgments which we have had, or may have, or **LaGrange-Frink Alumni & Friends Association Cultural Center**, their respective successors or assigns, for all injuries, known or unknown, to persons, whether or not members of the registered group, or injuries to property, real or personal, known or unknown, caused by, arising out of, or related to the group's rental or use of the Culture Center facility.

IN WITNESS THEREOF, I have read this release and understand all of its terms and hereby voluntarily execute it on the _____ day of _____ month and _____ year.

Signature of rental group's authorized representative Title _____

Print name of rental group's authorized representative Date _____

(Group Name)

WITNESSED BY:

Signature of authorized Cultural Center representative (SEAL)

Print name of authorized representative

Total Rental Cost:	\$ _____			
Deposit Paid: <small>(required 14 days prior to event start date)</small>	\$ _____	CK# _____	Date PD _____	initials _____
Balance Due: <small>(required 14 days prior to event start date)</small>	\$ _____	CK# _____	Date PD _____	initials _____

Office Use: Date Rec'd _____, Appr. by _____, Dep. Pd _____/Date _____, **BAL DUE \$ _____** Ins. Certif rec'd _____ (if N/A _____)