

## Nita Curtis Foundation of Edmore Building Rental Agreement

### THE NITA CURTIS FOUNDATION AGREES TO RENT THE CURTIS COMMUNITY BUILDING:

To \_\_\_\_\_ Rental party's name  
for the purpose of \_\_\_\_\_ Function of above rental  
on \_\_\_\_\_ Day and date of function

### REQUIREMENTS, GUIDELINES, DEPOSIT AND PAYMENT INFORMATION BELOW:

#### **DEPOSIT AND PAYMENT INFORMATION:**

- A \$250.00 deposit will be required upon signing Rental Agreement to bind the rental for the date requested above.
- The rental party will pay an additional sum of \$500.00 fourteen days prior to the rental date for rental of the hall with kitchen facilities.
- If there is no pilferage or damage to the equipment and property, and if the Curtis Community Building is cleaned and returned to its original pre-rental condition (as specified below), the \$250 deposit will be returned.
- If there is pilferage, damage, or excessive cleaning is required, the rental party will be held responsible for any additional cost not covered by the \$250.00 deposit, and will be billed for those costs.

#### **THE FOLLOWING RESTRICTIONS WILL APPLY TO THIS RENTAL:**

- The deposit will be held for up to 14 days after the rental occurs, giving time for the caretaker to inspect for damages and to determine if any excess cleaning was required.
- The deposit will be forfeited if the renter cancels the rental and the Nita Curtis Foundation is not able to secure another rental for the same date.
- The deposit will be forfeited if there are noncleanable spills on the carpet.
- Money from the deposit will be forfeited if spot cleaning of the carpet is needed--\$25 will be charged for the first hour and \$13 per hour for additional hours
- The deposit will be forfeited if the caretaker determines that there was evidence of smoking in the building during an event. **ABSOLUTELY NO SMOKING IS ALLOWED IN THE CURTIS COMMUNITY BUILDING.**
- A portion or all of the \$250.00 deposit may be withheld if the caretaker determines the building is not cleaned and returned to its original pre-rental condition.
- If building keys are lost, the deposit of \$250 will be forfeited.
- The rental party is allowed to set up for a Saturday party after 4:00 PM on the immediately preceding Friday. A 3:00 PM set up time can be arranged for an additional \$25.00.
- No driving on sidewalks or lawns-vehicles in parking lot only even for unloading, with the exception that bands are allowed to unload and load at the east building door only.

#### **ADDITIONAL GUIDELINES FOR CURTIS COMMUNITY BUILDING USE:**

- **ABSOLUTELY NO RED OR BLUE DRINKS OF ANY KIND ARE PERMITTED** due to difficulty in cleaning spills of that color.
- The rental party is responsible for the conduct of the guests, for the clean-up of the Curtis Community Building and grounds, including the parking area. The hall and grounds are to be cleaned by 10:00 AM the day following the use of the building. The building must be cleaned and returned to its original condition, as judged by the caretaker. A portion or all of the deposit (as described above) may be withheld if the caretaker determines the building is not cleaned and returned to its original pre-rental condition.
- **NO DECORATIONS ARE TO BE PLACED ON CEILINGS OR WALLS.** Table decorations are permissible.

**ADDITIONAL GUIDELINES FOR CURTIS COMMUNITY BUILDING USE CONTINUED BELOW:**

- All garbage, cooking oils, and grease must be disposed.
- Dishes, pots, pans, and silverware must be washed and returned to cabinets and racks.
- Alcoholic beverages cannot be sold in the Curtis Community Building. A cash bar is not allowed. If a bar is used, it must close at 1:30 AM.
- The event must end by 2:00 AM with lights off by that time. All band instruments and equipment must be removed from the building at the end of the event.
- All windows and outside doors must be kept closed. The heating and cooling systems will not work with open doors or windows.
- Do not block the return air register in the east wall of the hall or the thermostat on the west side of the hall.

*If there is a problem during the event, please call caretaker Laura Greenhoe at 989-565-0017. If Laura cannot be reached, please contact Central Dispatch at 989-831-5253 and they will contact an on call person.*

*The Nita Curtis Foundation will accept no responsibility for injuries occurring on the premises during any event, caused by negligence of the rental party.*

***HANDICAPPED PARKING AVAILABILITY IS A STATE LAW. IT MUST BE ENFORCED AT ALL TIMES, INCLUDING DURING EVENTS AT THE CURTIS COMMUNITY BUILDING.***

**Deposit and Rental Financial Information:**

Deposit Paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_  
Rental Paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_  
Refund of Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Paid by \_\_\_\_\_

***I hereby agree to abide by all of the above requirements and guidelines acknowledging that some/all of my deposit may be forfeited if I do not follow the suggested guidelines.***

Rental Party Signature \_\_\_\_\_  
Rental Party Printed Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email Address \_\_\_\_\_