

**BARTLETT SENIOR CENTER**  
**Rental Rules and Regulations ~ Updated May 2017**

1. **Rental Reservations:**
  - a. All reservations are made on a first come, first served basis.
  - b. The reservation is confirmed when the signed Rental Agreement and Damage/Security deposit is received, and the Facility Manager approves the contract.
2. **Cancellations:**
  - a. All cancellations must be received in writing.
  - b. If the Renter cancels the scheduled event, the entire Damage/Security deposit will be retained as liquidated damages.
  - c. If the Renter cancels less than seven (7) days prior to the event the entire Damage/Security deposit and all of the rental fees paid will be retained as liquidated damages.
3. **Payments:**
  - a. The Bartlett Senior Center accepts cash, check and credit cards for rental fees and deposits, except when 'cash only' is notated or required.
  - b. All security and rental fees are to be paid no later than 14 days prior to the rental date.
  - c. Fees not paid by this time are subject to cancellation of the reservation.
  - d. Any payments made less than fourteen (14) days prior to the scheduled event are required to be in cash.
  - e. Renter agrees to pay Extended Rental Fee Rates if the event runs past the contractually agreed time.
4. **Deposit Fees:**
  - a. Deposits will be refunded within 10 business days following the event, minus any charges incurred for damages, cleaning or overtime.
  - b. If damages exceed the deposit fee, the renter shall be responsible for any damage amount over and above the Damage/Security deposit.
5. **Cleaning & Damages:**
  - a. Renter is responsible for cleaning after their event, including the disposal of trash in outdoor trash bins, collecting any event materials or decorations, and cleaning all areas used, including the kitchen, equipment used, and the restrooms.
  - b. Any food or food items (dishes/utensils) left over must be removed from the premises.
  - c. Any and all costs associated with cleaning and/or damages related to the event that is deemed to be above and beyond normal wear and tear are subject to forfeiture of the Damage/Security deposit.
  - d. Renter is expected to return facilities and property in the same condition it was provided.
6. **Setup & Decorating:**
  - a. Renter is responsible for the setup, arranging tables/chairs and decorating for their event. The number of tables/chairs requested in the agreement will be put in the rented area.
  - b. Taping, pasting, tacking, pinning, nailing or otherwise attaching items to walls, windows, doors, ceilings, floors or furnishings is not permitted. Some classrooms have cork strips or a bulletin board that may be utilized for hanging permitted decorations with tacks only.
  - c. Use of confetti, glitter, rice, bubbles, processed snow, fog machines or other substances requiring excessive cleanup will not be permitted inside the building.
  - d. No candles or open flames may be used. Sterno warmers are acceptable for keeping food warm, but only may be used in designated areas and shall be supervised at all times.
7. **Entertainment:**
  - a. Renter is responsible for any applicable licenses for live or recorded music to be performed.
  - b. The equipment used by the entertainment may not be excessive, overload outlets or electrical panel breakers, or damage the property (Ex. Flooring, Doorways or Walls)

- c. The location of entertainment equipment in the rented room must be approved in advance by the Facility Manager.

**8. Publicity:**

- a. Renter is not to promote their event as a City of Bartlett, Bartlett Parks and Recreation or Bartlett Senior Center sponsored event unless agreed upon in writing in advance of event.

**9. Renter's Responsibilities:**

- a. Renter must be a minimum of 25 years old to sign rental contract. A copy of Renter's identification will be made and attached to the contract for proof of age and residency.
- b. Renter's correct address and phone number must be on the contract or the contract is void.
- c. Renter is responsible for the behavior of their guests while the guests are on the premises.
- d. Renter and their guests are to remain in the rented area. Roaming the building or hanging out in the parking lot is not permitted.
- e. Children attending the event must be accompanied by an adult at all times. The number of children/youth expected to attend the event must be approved by the Facility Manager at the time of contract.
- f. Absolutely NO smoking or alcoholic beverages on the premises.
- g. Outdoor cooking, deep frying or grilling of any kind is not permitted on the premises.
- h. If alcoholic beverage containers are found in the area rented or in trash containers discarded by the renter, the entire deposit is automatically forfeited.
- i. Renter agrees to follow all applicable local, state and federal laws throughout the rental period and/or while on the premises.
- j. If the police are called for any reason, the entire deposit is automatically forfeited.
- k. No rental is to extend beyond 11:00 p.m.
- l. Renter is also responsible for following the "Under Age Parties" Addendum rules if the event is for children or teenagers, or if a majority of the attendees are children or teenagers.

**10. Hold Harmless:**

- a. Renter agrees to indemnify, save and hold harmless the City of Bartlett, Bartlett Parks and Recreation, Bartlett Senior Center and all those affiliated with these agencies in the event of any personal or bodily injuries, loss of life, theft or damages resulting from the use of the Bartlett Senior Center.

This contract is not valid until after it has been approved by the Facility Manager. Areas are not reserved until the contract is signed by both parties and the deposit is paid.

**The Bartlett Senior Center, the Bartlett Parks & Recreation Department and the City of Bartlett reserve the right to move the lessee to another comparable room, if conditions dictate it to be in the best interest of the Bartlett Senior Center or for the safety of personnel or the renter.**

By signing below the Renter acknowledges all information provided in the contract is true and correct, all rules and regulations have been reviewed, and the Renter understands and will comply with all rules.

I have read the Facility Rental Agreement in its entirety and agree to all the terms listed.

\_\_\_\_\_  
Printed Name of Responsible Party/Renter

\_\_\_\_\_  
Signature of Responsible Party/Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Approval Signature

\_\_\_\_\_  
Date