

**RIVERTON'S BETTY ANN MCDONALD COMMUNITY CENTER
ROOM RENTAL APPLICATION - Non-Resident**

NAME _____ DATE _____

ADDRESS _____

TELEPHONE # _____ WORK # _____

ROOM RENTAL DATE _____

Set-Up Time _____ to _____ (1 hr. free)

Party/Meeting Time _____ to _____

Clean-Up Time _____ to _____ (1 hr. free)

TYPE OF EVENT _____

IS THIS A SURPRISE PARTY? Yes or No FOR WHO _____
(We don't want to let that person know if we call !!)

NUMBER OF PEOPLE ATTENDING _____

TOTAL COST _____ (See Room Use Fee Schedule)

Room rental deposit will not be refunded if party is cancelled less than one week prior to date. All or portion of deposit will be held if room is not left clean.

Indicate if this is for business use.
Signature _____

=====

OFFICE USE

Deposit \$100.00 _____ date received _____ check # _____ rec'd by: _____

Room Rental Fee \$150.00 private use _____ date rec. _____ check # _____
(\$200.00) business use _____ date rec. _____ check # _____

Additional Hours _____ number of hrs. _____ fee _____ rec'd by: _____

Key given & alarm instructions received _____ signature _____ date _____

Key returned _____ date _____

Comments: _____

**** IN ORDER TO RENT THE ROOM YOU MUST BE, 21 YEARS OLD AND BE PRESENT AT THE EVENT ****

Non-Resident RENTAL AGREEMENT FOR USE OF COMMUNITY ROOM

1. The person renting the room must be at least 21 years old. The renter must be physically present during the reservation time period in this agreement.
2. Occupancy of the room is limited to 85 persons. Parking off the street is limited to 30 cars. No parking on the lawn!
3. Room use is scheduled in order of request. Reservations can be made up to one year in advance with a \$100.00 deposit. This fee will be refunded if the room is used, the rental fee is paid, the key is returned and the facilities have been left as found.
4. Room renters are responsible for the conduct of their guests, including any damages to the facility.
5. Room renters are responsible for cleaning the room immediately after the event. See attached check list.
6. The renter will be held financially responsible for any damage or extraordinary condition of the RCA or surrounding grounds, beyond normal wear and tear. Accidental damage must be reported, to the office manager, the next working day, unless it constitutes an emergency situation.
7. Fees charged for the use of the room must be paid in cash or money order at the time the key is picked up. This should be at least 4 days prior to the rental date.
8. The room may not be used for a profit making event without the prior approval of the Riverton Board of Directors.
9. Please do not cook any foods which will leave a lingering smell in the room.

FEE SCHEDULE

Four hour party/meeting time plus 2 hours free for set-up and clean-up is \$150.00 for a non-resident.

Each additional hour needed is \$15.00.

Signature of renter

ROOM USE CHECK LIST

NAME: _____

DATE: _____

- _____ 1. Application & deposit turned in.
- _____ 2. Four days prior to rental date, remainder of rent to be paid and key picked up.

UPON ARRIVAL:

- _____ 3. Upon entering the building, place key in the alarm box & turn red light off. Wait 15 seconds before entering main room.

WHEN DEPARTING:

- _____ 4. Both bathrooms are left in same condition I found them.
- _____ 5. All tables & chairs were put back.
- _____ 6. Kitchen cleaned.
- _____ 7. Stove off.
- _____ 8. Refrigerator cleaned out.
- _____ 9. Room vacuumed.
- _____ 10. Turned heat off - kitchen and bathrooms to be left on low in below-freezing weather.
- _____ 11. All lights & fans are off except the bathroom constant lights.
- _____ 12. All windows locked.
- _____ 13. Patio door locked (** check - this lock is difficult)
- _____ 14. Garbage removed to dumpster.
- _____ 15. Community room door shut.
- _____ 16. Alarm reset.

** RETURN THIS COMPLETED CHECK LIST WITH THE KEY TO THE OFFICE THROUGH THE MAIL SLOT ON THE DOOR. IF THE KEY IS NOT RETURNED AFTER THE PARTY, YOUR CLEANING DEPOSIT WILL BE HELD UNTIL IT IS RETURNED. **

An inventory will be taken after you use the room. Please note any damaged items or problems. If you used any of our supplies, we expect them to be replaced. This includes plasticware, paper napkins, coffee, tea, condiments, etc.

RIVERTON COMMUNITY CENTER ROOM RENTAL PACKET

We are pleased you have inquired into the rental of the community center. To help you have a successful party we would like to provide this packet to answer some of your questions.

There is a room rental application, which must be signed and returned to the RCA office with a deposit to hold the reserved date. The signing of this form will mean that you understand and accept the rules as set out in the rental agreement. There is a checklist for entering and departing the room and it is to be returned with your key immediately following the party. If this checklist is not returned, it will be assumed that you have completed all items on that list.

In the case of an emergency there are numbers listed on the RCA office window and in the kitchen. Please limit use of the phone to emergency use only as we are charged per call. You will be billed for long distance calls or overuse of this phone.

All cleaning supplies needed and garbage bags are in the storage room either in plain site or in the black file cabinet.

We hope you have a pleasant time here and will return again. Thank you for using the Riverton Community Center.

DIRECTIONS TO THE RIVERTON COMMUNITY CENTER: