



TRVCC use of Facilities Agreement.

TRVCC is a community center. While we try to accommodate all potential uses, the TRVCC has limited means. If your use of the TRVCC will need to accommodate more than 50 people, additional fees or resources (chairs, tables, etc.) may be required.

TRVCC encourages the use of their facilities for recreational and educational activities by the residents of the Tongue River Valley. Some restrictions are necessary to protect the property and to promote the work of the Center. Therefore, the Board has established guidelines pertaining to use of the facilities. Groups wishing to use the building must request permission from the Executive Director. Rental and usage fees will vary. The following are general guidelines for use of facilities:

1. Activities must not interfere with the regular programming of the TRVCC.
2. Activities should be in harmony with the goals and philosophy of the TRVCC.
3. The use of facilities should not substantially raise the cost of maintenance and operations.
4. Activities shall not endanger the health or safety of people and property.
5. Activities shall not be authorized in a discriminatory manner.
6. TRVCC will assume no liability to the users of programs which are conducted separately from the regular Center programs. Organizations/Persons are required to provide an indemnifying release and/or certificate of insurance.
7. The organization using the facility is responsible for the care, maintenance and cleaning.
8. Operational supervision will be the responsibility of the organization using the facilities.
9. Priority will be given to non-profit community groups and educational activities.
10. Groups may be asked to make donations, pay a fee, pay for utilities, and provide a cleaning deposit. Discounts are given for multiple hour use (over 4 hours) and multiple room rentals. (*** a \$10 discount is given to TRVCC members for Dayton Center and a \$5 discount is given to TRVCC members for Rancheater Center**)
11. Fees will be based on:
 - a. Non-profit / profit status
 - b. Number of rooms needed
 - c. Organizational resources
 - d. Length of time to be used

Room Rental Policies

- Reservations are made on first come first serve basis.
- Payment and deposit are required at least three days prior to the rental date and/or at the time you pick up your key.
- Cancellations must be made at least 24 hours in advance.
- There must be adult supervision at all times for youth activities.
- Food and drinks may only be in the designated areas. You are responsible for all clean up.
- Alcohol is prohibited.
- Rooms must be left in the same condition as before the event. Please clean up after your event to avoid cleaning charges. A cleanup checklist will be provided.
- Deposits will be returned upon the return of the keys and the facility is checked for damages.
- If a key is given out, keys must be returned the following business day of the rental.
- An additional deposit will be required for parties involving more than 50 attendants.
- Users must follow all TRVCC general facility policies.

Customer Information

Contact Name: _____

Date: _____

Name of Organization: _____



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Intended use of Facility: _____

Number of Participants: _____

Contact Phone Number: _____ E-mail _____

Mailing Address: _____

Dates of Rental	Time of Rental

Dayton – Circle one

Room	Price/hour	Room	Price/hour
Commons	\$30	Library	\$20
Community room	\$20	Conference Room	\$10
Gymnasium	\$35	TRVCC Staff Assistance	\$10

Birthday Party Special \$125 – Includes two hours of the bouncy house, rock-climbing wall (both with TRVCC attendants and the commons and kitchen area for food and drink.

Off Site Tables and Chairs Rental - \$5/table _____ \$1/chair _____

Qty	Qty
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Deposit Required

_____ \$25.00 deposit for attendance under 50 (no exceptions)
 _____ \$100.00 deposit for attendance over 50 (no exceptions)

I have read and agree to follow all the preceding policies concerning the use of The Tongue River Valley Community Center. I will not hold TRVCC, its directors, employees, and representatives, and all other persons liable for any damages or personal injuries that occur on the property. I understand I will be held liable for any damages done to the TRVCC properties and also any negligence in abiding by the rules of the rental agreement. I am responsible in informing others in my group of these policies.

Signed _____

Date _____

Clean Up Checklist

- | | |
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| <ul style="list-style-type: none"> ○ Return all tables and chairs to their original locations. ○ Wipe down all tables. ○ Wipe down all chairs. ○ Wipe down kitchen counters, cabinets and sinks. ○ Take garbage to the dumpsters and replace can liners. ○ Sweep all areas used. ○ Wet mop any spills. ○ Wash, dry and return any dishes or utensils to their original location. | <ul style="list-style-type: none"> ○ Wash and dry any appliances used, i.e. coffee pots. ○ Remove all of your belongings from premises. ○ Check the refrigerator for any items that are yours and remove them. ○ Wipe up any spills in the refrigerator. ○ Vacuum if the area you rented is carpeted. ○ Turn off the lights. ○ Lock the door. ○ Turn in signed checklist. |
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_____ Customer Signature