



Facility Use & Rental Form

General Statement:

The Deerfield Community Center, Inc ("DCC") facilities are available for use by any group, organization, or individual, provided space is available and further provided that such use does not conflict with the mission of the DCC.

Today's Date: _____

Type of Building Use (*Circle One*): Non-Profit or Facility Renter

Rooms Requested (*Circle ALL That Apply*):

Community Room A Community Room B Kitchen Game Room Lounge

Purpose of Request: _____

Date of Building Use/Rental: _____ Is this a recurring event? Yes No

Time of Building Use/Rental: _____

General Rental Information

- DCC activities take priority for use of the facility.
- Meeting rentals must be booked at least 24 hours in advance, Event rentals must be booked one week in advance.
- Events serving alcohol will require a signed waiver and a \$100 fee to cover insurance costs.
- The user is responsible for setting up and tearing down their event within their rental time frame.
- Collecting garbage, cleaning tables & sweeping are required at the event's conclusion. The tables and chairs must be returned to the original arrangement.
- Tacks, nails, tape or adhesives of any kind will not be permitted on walls, floors, ceilings, doors or furnishings. Contact DCC with questions on acceptable decorations.
- The building is closed by Midnight.
- Regular user groups will have room set ups/tear downs as previously agreed upon.
- The Center is a smoke free environment.
- Alcoholic beverages will not be sold on DCC property.
- No event at which the majority of the participants will be under the age of 21 may include alcoholic beverages.
- No Food or Drink is allowed in carpeted areas.



Deposit/Fees

- Security deposit must be submitted with your Rental Form to secure your reservation.
- Final payment for rental must be paid in full at least **one week** in advance of scheduled rental..
- Deposits will be returned upon completion of a satisfactory inspection by a staff member. If damages are incurred, they will be deducted from the deposit and there will be a delay in returning any remaining balance from the deposit.
- All refunds will be made within 14 days of your rental date.

Cancellation Policy

- Cancel 30 days in advance for complete refund of fees & security deposit
- Cancel more than seven days in advance for refund of fees. We retain security deposit.

User/Renter Must Read and Sign

The undersigned agrees to indemnify and hold harmless Deerfield Community Center, Inc, it's Board of Directors, agents, volunteers, employees and affiliates from any and all claims, demands, losses, actions, damages, costs, expenses and liabilities including injury to persons or damage to property, including but not limited to those caused by any service, food or alcohol provider and/or their products, hired or obtained by the renter, except for such claims, demands, losses, actions or liabilities that arise out of negligence or willful misconduct by said employees or affiliates. Deerfield Community Center, Inc and its staff will also not be responsible for lost, stolen or forgotten articles.

THE UNDERSIGNED HAS READ AND AGREED TO ABIDE BY THE ABOVE RENTAL POLICIES AND HEREBY AGREES TO RENT OR USE DEERFIELD COMMUNITY CENTER'S FACILITIES.

Rental will be on (mm/dd/yyyy)____/____/____ OR will reoccur on the _____ of each month for a period ending _____ for the **total** amount of \$_____

Name of User/Renter (*print*)_____

Signature_____

Address_____

Phone:_____

Email:_____

<p>Office Use Only: I DO/DO NOT recommend this usage to be granted for the above dates and times. _____ (initials) Deposit Collected:_____ Fee Collected:_____ Deposit Refunded:_____</p> <p>Reason for denial/Additional comments:_____</p> <p>_____</p>
