

Teen Hope Center

Facility Rental Guidelines

The Teen Hope Center (THC) may be rented for birthday parties, meetings, social events and other activities, provided such use does not conflict with THC's internal programming and daily operations. All rentals shall be governed by the following Guidelines, which may be amended from time to time by the THC Directors and Adult Board.

1. Applications: Rentals shall be made on the rental application form and shall be approved or denied by the Director based on these Guidelines. If approved, the individual or organization will receive a copy of the approved application as written confirmation of the rental. It is suggested that a rental be made **at least four weeks** before the desired date.
2. Scheduling: THC reserves the right to refuse rentals that may conflict with teen-related activities and programs. In addition, THC facilities may not be rented during its regular hours of operation.
3. Responsible Party: The name which appears on the rental application as the "Renter" assumes the responsibility for the rental of the THC facility and equipment. All payments, correspondence, insurance certificates, and communications regarding the use of the THC facility should be made by the Renter.
4. Fees: The entire rental fee is due before the day of the event.
5. Security Deposit: A \$100 security deposit in the form of a separate check payable to "Teen Hope Center" is due at the time of application. The security deposit will be returned (less any deductions for extraordinary cleanup costs or damages) to the Renter within two weeks after the event. If damages to the facility exceed that of the security deposit, the additional cost will be billed to the Renter and payment is due within thirty days after receipt of invoice.
6. Cancellation Policy: If THC is closed due to emergencies or inclement weather, all Rentals and scheduled activities will be cancelled and reasonable attempts will be made to notify the Renter(s). THC will issue a full refund. It is the Renter's responsibility to notify its guests of the cancelled event.
7. Refund Policy: If the Renter cancels the event with at least seven (7) days advance written notice to THC, the Rental Fee and Security Deposit shall be refunded. If the Renter cancels the event in less than seven (7) days written notice to THC, the Renter will receive the Rental fee minus the Security Deposit. Refunds will be returned to the Renter within two weeks after THC receives notice of cancellation.
8. A/V Equipment/Additional Equipment: Audio visual equipment will only be operated by authorized THC personnel. Additional THC equipment is available for an additional fee on all Rental applications. The following equipment is available without a charge: a microwave, a refrigerator, and chairs. Set up and take down is the Renter's responsibility. THC reserves the right to limit or deny the use of any equipment owned by THC or brought in by the Renter.

9. Insurance Certificate: THC reserves the right to require an insurance certificate confirming the existence of insurance specifically naming “Teen Hope Center” as an additional insured party.
10. Supervision: The Renter is responsible for providing adequate supervision of guests during rental. All activities involving children and young adults must be supervised by responsible adults as follows: for pre-school children up to age six, one adult chaperone for every five children; for children ages six through thirteen, one adult chaperone for every seven children; for children ages 14 through eighteen, one adult chaperone for every ten children.
11. Personnel Services: The Director will assign one (1) appropriate THC personnel to the rental. If additional personnel are requested by the Renters, THC staff is available for an additional fee through the Director.
12. Decorations: All decorations should be discussed and agreed upon with the Director in advance of the Rental. Decorations, signs, and posters must not be nailed, screwed, thumb-tacked or taped to any walls. All decorations, signs, posters, materials and equipment not belonging to the THC shall be removed by the Renter immediately after the scheduled activity.
13. Clean-up: The Renter shall be responsible for clean up after the Rental. All trash must be secured in plastic garbage bags and deposited in the refuse and recyclable bins located in the back of the building. The facility and equipment must be returned to the same location found, unless otherwise agreed in writing. At the conclusion of the party, the Renter and THC personnel will review the **Teen Hope Center Renter’s Checklist** to ensure that the facility is in the same condition as Renter found it prior to use.
14. Not Responsible for Renter’s Property: THC shall not be responsible for damage or theft of any of the Renter’s property or belongings brought to, or left behind at, THC.
15. Alcoholic Beverages/ Illegal Substances: The Renter acknowledges and agrees that it is the policy of THC that at no time shall alcoholic beverages or illegal substances of any kind be served or otherwise provided to anyone including their guests at THC. The Renter is responsible for insuring full compliance with this policy.
16. Parking. Parking is available in accordance with the Village of Pulaski parking regulations on the street. No parking is allowed in the driveway directly next to THC.

Teen Hope Center

Facility Rental Application and Agreement

1. Organization/ Individual Making Rental Request (the "Renter"):

Name _____ Phone _____

Address _____ Fax or E-mail _____

Signature _____

2. Purpose of Proposed use:

Date(s) of Rental _____ Day(s) of Week _____

Approximate Hour(s) From: _____ to _____ AM or PM

3. Area(s) to be used: _____ Number of Guests: _____ * For birthday parties please refer to supervisory guidelines

4. Facility Rental Fee:
(Make check payable to "Teen Hope Center") \$ _____

SECURITY DEPOSIT \$100
(Make separate check payable to "Teen Hope Center") \$ _____

In making this application, the undersigned agrees to abide by the attached "Teen Hope Center Facility Rental Guidelines", terms of which are herein incorporated and made a part hereof, and specifically agrees to make restitution to the Teen Hope Center for any damages to Teen Hope Center Property by any person or persons attending the meeting/event.

The Teen Hope Center reserves the right to cancel this reservation at any time without any liability by refunding the rental deposit and any fees to the renter. Renter further agrees to provide a Certificate of Insurance, if required. Renter will leave the Teen Hope Center facilities rented clean and return equipment used to their original place. Renter understands and agrees that, unless the rental is cancelled by the Teen Hope Center, Renter will abide by the cancellation policy as explained to me in the Facility Rental Guidelines. Renter further agrees to promptly pay any additional overtime and/or cleaning/damage charges.

_____ Date

Signature of Renter

_____ Date

Signature of THC Director

Teen Hope Center
FACILITY RENTAL RATES

Non- Profit Organization Meetings

\$25 per hour. May be reduced or waived at the discretion of the Director.

For-Profit Organization Meetings

\$50 per hour.

Private Parties

Party - \$100

One (1) THC staff member with access to sound equipment and can plug in ipod provided by Renter. Access to pool table and cues, foosball tables, air hockey table, and ping pong table. Does not include use of video systems or computer equipment. Renter may bring own video game systems and games. Price: \$100 for three (3) hour rental. Set-up and clean- up must occur within allotted time frame.

\$50 for each additional hour

Recurring or Long- Term Rentals

Available on a case-by-case basis. As determined by the Director.

Additional Charges

Depending upon the type of rental, additional charges for personnel services may be required. If required, such additional charges will be estimated at the time of booking and will be charged at the following rates:

Personnel Services Rates:

Supervisor	\$20.00 per supervisor/hr
Technical Manager	\$20.00 per hr

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THE TEEN HOPE CENTER RENTER'S CHECKLIST

Thank you for choosing the Teen Hope Center as the location for your event. We welcome your patronage and hope that you will consider us when seeking sites for future events. To help keep the THC a safe and fun place for Pulaski youth, please use the following checklist to ensure you are in compliance with your rental agreement prior to leaving today.

- 1. Take any decorations you may have brought. If you do not wish to bring them home with you, dispose of them in the garbage cans. Check all rooms for party garbage including bathrooms.
- 2. Pick up any food off the floor and dispose of it. Check all rooms including bathrooms.
- 3. Wipe down the tables you used.
- 4. Put furniture back in the place where you found it. This includes all tables and sofas. Collapse the folding tables and stack all chairs you used.
- 5. Check the bathrooms to make sure the water taps are shut off and that the lights are turned off.
- 6. If you used the game tables, be sure all pool cues and pool balls are accounted for along with foosballs and ping pong balls and paddles.
- 7. Sweep the floors and put all trash in the garbage cans. Check all rooms for party garbage including bathrooms.

Pursuant to your Facility Rental and Application Agreement, the Director reserves the right to retain the percentage of your security deposit deemed necessary to return the facility to the condition in which it was prior to your event.

I am the renter who agreed to assume full responsibility for this rental agreement pursuant to the Facility Rental and Application Agreement.

Notes: (ie observed damages, etc)

Signed: _____ Dated: _____

Signed: _____ Dated: _____