

MEADOWS COMMUNITY CENTER AND POOL FACILITIES

RESERVATION AND RENTAL AGREEMENT

THIS AGREEMENT to reserve and rent the Community Center (Facility) is entered into between the Meadows Community Center (Meadows) and client _____.

MEADOWS and CLIENT agree as follows:

Rental Date		Day 1		Start Time		End Time	
Rental Date		Day 2		Start Time		End Time	
Rental Date		Day 3 +		Start Time		End Time	

- Meadows agrees that the Facility shall be reserved for Client on date and time provided (RESERVATION PERIOD). **All activities are to be conducted in this time frame that is stated in the box above which includes set-up and clean-up for your rental event. Entering the building before or leaving after your contracted times will be billed additionally.**
- Client will pay a **\$200.00 Rental/ Damage Deposit+ (If Applicable) Additional Items Deposit + Rental Fee** for a reservation hold and damage deposit at the time the rental agreement is either dropped off or mailed to the Meadows Community Center. **All rentals are on a first come, first serve reservation & pay system.** Dates will not be held until deposit and rental fee is made. The RESERVATION REQUEST will be validated when the deposit is received by mail or personally delivered to Meadows Community Center. **If client cancels, client must cancel one (1) week prior to event to receive full refund. If client fails to cancel within 1 week prior to event, no refund will be given.**
- Rental date(s) are not reserved until deposit check and rental agreement have been received by the director.
- Client agrees that the Facility will be cleaned and vacated within the rental agreement time frame as stated above. Cleaning the Facility includes, but is not limited to disposing of trash, cleaning kitchen counters and bathrooms, complete emptying of refrigerator and freezer, vacuuming carpets and removing all signs on or near the roads leading to the Facility. The deposit will be returned by check to the Client upon satisfactory inspection by the Facilities Director or his/her representative as soon as possible after the RESERVATION PERIOD ends. **Key to the facility** must be returned to the Facilities Director after the RESERVATION by means of the mailbox outside. A minimum charge of **\$100.00** will be deducted from the Deposit for failing to meet all of these requirements. **Also, improper activation or deactivation of alarm system will result in a charge of \$40.00 per event.** The Client will also pay for damages to the Facility and/or furnishings and other equipment. Any violation of this agreement and/or state, federal or local laws will result in automatic forfeiture of the **TOTAL DEPOSIT.**
- Deposit will be refunded within 14 days of the rental in the form of a check to the person or company that the contract is signed by. The check will be mailed to the address on the contract.
- The facility is under video surveillance. There are cameras recording the facility. Client understands there is video surveillance of the facility during events.
- Alcohol possession and consumption is not permitted on the premises without security. MCC will provide the **Security at the expense of the renter.**
- Client is responsible for informing the **Director** of the consumption or distribution of alcoholic beverages at anytime while using the Facility during the RESERVATION PERIOD. Client is required to complete the Security Information, Application and Payment Form for security personnel. **The Director, SID-65 Board Member, security or law enforcement has the right to search backpacks, coolers, refrigerator, etc. during your event.**
- **If alcohol is on the premises without proper security provided by the SID, violation of this policy will result in immediate termination of this agreement.**
- Client represents that he or she is at least 21 years of age and that he or she will not allow individuals less than 21 years of age to drink alcoholic beverages within the Meadows Park Boundaries or Facility. No alcoholic beverages are allowed in the pool area.
- Client will not charge admission or cover charge.
- **MEADOW'S FACILITIES ARE TO BE SMOKE FREE AT ALL TIMES. VIOLATION OF THIS SMOKING POLICY WILL RESULT IN IMMEDIATE TERMINATION OF THIS AGREEMENT.**
- **NO DECORATIONS MAY BE TAPED OR TACKED TO TABLES, WALLS, CEILINGS OR WINDOWS.** Ceiling tiles are not allowed to be moved or altered for decorations.
- Alarms will sound when Emergency Exit doors are used.
- Client shall not permit loud noise or music, which would disturb other residents of the surrounding Meadows Community.
- Client agrees that he or she and his or her guests shall comply with all federal, state and local laws as well as policies of the Meadows

Community. Client acknowledges that he or she is solely responsible for his or her acts as well as the acts of guests in regard to their use of the rented Facility, other property and equipment within the Meadows Park area during the RESERVATION PERIOD.

- Client will indemnify and hold harmless FACILITY and Sanitary Improvements District No. 65 of Sarpy County, Nebraska, their agents, servants, employees and board members from and against any and all damages, costs, legal actions, injuries and any other proceedings or claims that FACILITY or SID-65 their agents, servants, employees or board members, may sustain or have brought against them by any person or persons using the FACILITY during the RESERVATION PERIOD.
- Client agrees that he or she will be present at the FACILITY during the entire RESERVATION PERIOD.
- Client pays a non-refundable rental fee due at the time of booking the Event.
- Client is required to rent the facility for a minimum of 3 hours.
- The MCC reserves the right to limit the number of participants on the premises during the facility rental. The facility accommodates up to 135 people.
- Only the **Facilities Director and SID 65 Board** can approve a rental agreement.
- **Rental Key must be picked up the week before the rental on weekends or the day before the rental during the week. Must schedule a pickup time with the Director.**

Payment and Statement of Understanding

1. Client agrees to pay deposit, security, and all rental fees.
2. Client understands that any damages will be taken out of the deposit.
3. All damages that are over the \$200 deposit will be the responsibility of the client or renter.
4. Client understands that they are to use the time specified in the contract and that overage will be deducted from the deposit.
5. Client understands that any violation(s) of any part of the Reservation and Rental Agreement could forfeit part or all of the deposit.
6. By signing the Reservation and Rental Agreement you are giving consent to search any items brought in to the facility
7. Law enforcement, security, SID 65 Board Members or the Recreation Director has the right to shut down any event.
8. Keys & Access Code must be picked up by Friday before your event. The Director will call to set up a time to pick up your key and access code.
9. If your event falls on Friday, your key and access code will be given to you the week of your event.
10. Any business or organization that rents requires a representative to sign the contract and the signer to be on site during a rental.
11. Any organizations or business that rents are responsible for any damages or fees that would incur for the rental period.
12. **Client or Renter agrees by signing and dating the Reservation and Rental Agreement below to all the information on page 1 ,2 and 3 of this form.**

Print Client Name					Signing Date			
Sign Client Name					Phone 1			
Address					Phone 2			
City		State		Zip Code				
Email Address								
Business or Organizations								
Staff Use Only Below								
Approval By					Date			
Position					Rental Fee Payment Received On			
Inspected By					Damages or overage with description			
Deposit Total		Damage Total		Refund Amount (Deposit – Damage)		Check #		

Return signed Original Agreement with the **Reservation Deposit(s)**
to guarantee the requested **RESERVATION PERIOD** to:
MEADOWS COMMUNITY CENTER
13937 Meadow Ridge Road OMAHA, NE 68138

Part "A" - Community Center Rentals			
Rental Selection	Price	Number of Hours	Sub total
Inside SID 65 Rental	\$50.00 /hr		
Outside SID 65 Rental	\$75.00 /hr		
Two or More Day Rental	\$500.00/day	N/A	
Community Center Rental Total (Due at Signing)			

Part "B" - Additional Rental Items (Tax Included)			
Rental Items	Price	Quantity	Sub total
AV Rental 1 Audio Only	\$40.00	N/A	
AV Rental 2 Visual Only	\$40.00	N/A	
AV Rental 3 Audio & Visual	\$70.00	N/A	
Bar Rental Color BLK or Grn includes – set up	\$31.65	N/A	
Cooler Rental (Set of 6)	\$21.10	N/A	
Coffee Urn (makes 60 cups)	\$10.75	N/A	
8 qt Chafing Dishes Per Dish (3 available)	\$10.55		
Chafing Dish fuel (per unit)	\$1.58		
Table Skirting Per skirt	\$10.55		
Rectangle 6ft Tablecloths 24 Available/ \$7.50 per cloth	\$7.50		
Round 5ft Tablecloths 10 Available / \$7.50 per cloth	\$7.50		
Table Runner—per Runner (Blk)	\$3.17		
Chair Covers – per chair (wht, blk, ivory)	\$1.58		
Chair Sashes per Sash (Gld, Pnk, Chmpg)	\$1.06		
3 gal Beverage Dispenser with infuser (3 available)	\$10.75	N/A	
Cupcake Stand (wht, slvr)	\$21.10		
Additional Rental Items Total			

Part "C" Additional Form Totals (If Security Is Needed)	
Security Fee – If applicable, this total comes from the separate Security Information, Application and Payment Form (\$45 per hour)	
Security Rental Total	

Part "D" Damage Deposits	
\$200.00 Community Center Rental Damage Deposit: Refundable with no damage, facility cleaned, or hour overage with in 14 days after rental - Paid On _____	
\$50.00 Additional Items Damage Deposit: for one item to all items, Refundable with no damage with in 14 days after rental—Paid On _____	
Total Damage Deposit Fees (Due at Signing)	

Part "E" Totals (Part A + B + C + D= Part E)	
Part A	
Part B	
Part C	
Part D	
Grand Total	

MEADOWS COMMUNITY CENTER
RENTAL AGREEMENT QUESTIONNAIRE

This questionnaire must be reviewed by the Facilities Director prior to finalizing a rental agreement involving music, alcohol consumption or security.

DATE OF RENTAL: _____ TIME OF RENTAL: _____

SIZE OF GROUP: _____

NUMBER OF YOUTH (under 18) _____ NUMBER OF ADULTS _____

AUTHORIZED RENTER: _____

WORK PHONE: _____ HOME: _____ CELL: _____

E-MAIL: _____

TYPE OF EVENT (Be specific, i.e. family reunion, Christmas party, birthdays etc.)

WHAT ACTIVITIES DO YOU PLAN ON CONDUCTING DURING YOUR EVENT?

DO YOU HAVE ANY PLANS FOR MUSIC? YES _____ NO _____

If yes, what are your plans? Live Music _____ Recorded Music _____ D.J. _____

MCC Policy: Food will be permitted in designated areas only.

❖ Alcohol: YES _____ or NO _____

***Must complete a separate Security Information Application & Payment Form available by request.**

Users Signature _____ Date _____

Facilities Director Signature _____ Date _____

Revised: 05/04/2021