

Falls Run Community Center
Resident Room Rental Agreement

Name _____

Address _____

City, State, Zip Code _____

Telephone _____

E-mail Address _____

For Office Use

Date Requested _____ Time Requested _____

Room (s) Requested _____ Approx. Number of Guests _____

Deposit/ check number _____ Room fee/check number _____

Additional Concierge time required _____ Outside Cater/Musicians _____

Room Rental Fees

Rooms to be rented to residents for resident (first party) use:

- During the hours of operation of the Community Center
 - Monday-Thursday
 - Saturday-Sunday
- \$100 per room, for three (3) hours, plus 30 minutes to setup, and 30 minutes to clean up
- Examples of first party use would include anniversary, birthday, wedding celebration for the resident(s).

Rooms to be rented to residents for non-resident use:

- During the hours of operation of the Community Center
 - Monday-Thursday
 - Saturday-Sunday
- \$300 per room, for three (3) hours, plus 30 minutes to setup and 30 minute to clean up
- Examples of non-resident use would include anniversary, birthday, wedding celebrations sponsored by the resident for extended family members.

Rooms will be rented to non-residents (third party) use:

- During the hours of operation of the Community Center
 - Monday-Thursday
 - Saturday-Sunday
- \$300 per room for three (3) hours, plus 30 minutes to set up and 30 minutes to clean up
- Examples of third party use would include social, civic, political, religious/church groups that originate outside of Falls Run

****All reservations must be approved by the Activities Director**

****Additional hours may be made available at the discretion of the Activities Director**

Room Rental Rules

1. The Falls Run Multipurpose rooms are reserved on a first come, first served basis. All requests must be made to the Activities Director. First and second party reservations may be made six months in advance; third party reservations may be made one month in advance.
2. There will be no refund of the room rental fee if the cancellation is made within 30 days of the event. The security deposit will be refunded upon any cancellation of the reservation.
3. The resident making the reservation, or for whom the reservation is being made, must be present at the event at all times.
4. No other part of the Community Center is included in the reservation. Should children be in attendance, they are to be directly supervised at all times and are not permitted to roam the facility.
5. Chairs and table needed for the event will be available to the renter. It will be the responsibility of the renter to set up the room as they desire, and to return it as found when finished.
6. If alcoholic beverages are to be served at the event, it is the responsibility of the renter to provide a copy of an Alcohol License to the Activities Director at least one day prior to the event. Failure to provide a copy or failure to acquire an Alcohol License will prevent alcoholic beverages from being served at the event. An event will be terminated if alcoholic beverages are served without obtaining an Alcohol License, with the loss of the room rental fee and deposit.
7. At the end of the event, the renter will be responsible for restoring the room to its normal condition. All trash must be placed in the dumpster. Kitchen, if used, and all rooms must be cleaned and undecorated. The concierge must inspect the room at the end of the event. The security deposit will be returned on the next business day by the Activities Director if there is no damage or loss resulting from the event.
8. The renter is responsible for any and all damages or losses resulting from the event. Should damages or losses from the event exceed the amount of the deposit, the renter shall be responsible for the full and total cost for repairs or replacement of the damages or losses.

Renter's signature _____ Date _____

Activities Director _____ Date _____