



Rental Application

Name: _____ Date: _____

Address: _____

Phone Number: _____

Requested Date of Event: _____

Time of Event (including time needed for set up and clean up): From: _____ To: _____

Purpose of Event: _____

Rooms Needed (Please Check):

- Gym
- Conference Room
- Kitchen
- Outside Field

Approximate Number attending Event: _____

- **Rental Fee = \$65.00 per hour. Before your event can be approved, total payment must accompany the rental application. Payment must be received at least seven days prior to the event to guarantee the rental.**
- **Cleaning Fee/Deposit of \$250.00 must accompany rental application. Deposit will be returned in whole or partial upon inspection of facility.**
- **A Certificate of Liability Insurance naming Booker T. Washington Community Center must be provided before the start of the event.**

Office Use:

_____ x \$65.00 = _____
 Total Hours Requested Total Due

Application Received By: _____ Date: _____

\$ _____
 Deposit / Cleaning Fee Received By Date

\$ _____
 Rental Fee Received By Date

23 Chapman Ave.
 Auburn, NY 13021
 Phone: 315.253.3207
 Fax: 315.253.7271



Rental Agreement

These guidelines are agreed to by both parties in writing and implemented by the renter schedule on

(date:) _____ between (time:) _____ AM/PM and _____ AM/PM.

- A) **OVERSIGHT:** Booker T. Washington will have a building monitor on the premises for the duration of the event.
- B) **RESTRICTIONS:** Alcohol, smoking or drugs are not allowed in the building or anywhere on BTW property.
- C) **RENTAL AREAS:** Only the rented areas will be available for use unless other arrangements are made. Available areas include the gymnasium, conference room, classrooms, kitchen and bathrooms.
- D) **CLEANING & DAMAGE POLICY:** The renter agrees to thoroughly clean all areas used during the event. At the minimum, all chairs and tables must be returned to their original positions and the kitchen and bathrooms must be in good working order. The renter assumes all financial responsibility for any and all damage (if any) occurring during said event.

Any agreed upon changes/additions to the above guidelines: _____

Renter Signature

Date

23 Chapman Ave.
Auburn, NY 13021
Phone: 315.253.3207
Fax: 315.253.7271



Holdharmless Agreement

_____ (hereafter known as *Renter*) their successors and subsidiaries, shall hold The Booker T. Washington Community Center, it's trustees, directors, employees and volunteers (hereafter known as the Agency), harmless from and defend the BTWCC against any and all claims, liability or costs (including court and reasonable legal fees) for any damage to any property or any injury to any person, employee, or their invitees, occurring in, on or about the premises or the building site when such injury or damage shall be caused by or arise from, in part or in whole,

- (a) the wrongful act, neglect, fault, or omission by the Renter and their agents, servants, employees, invitees, or visitors:
 - (b) the conduct or management of any work or thing whatsoever done by Renter and their in or about the premises or from transactions of Renter concerning the premises; or
 - (c) any breach or default on the part of Renter in the performance of any covenant or agreement to be performed by or on behalf of the Renter pursuant to the contracts to
- _____
- (d) the provisions of this agreement shall be deemed to include the Workers Compensation obligations of Renter.

Signed: _____
Renter Signature

Date: _____

Signed: _____
Agency Signature

Date: _____