



The Den Youth Center Facility Rental Agreement

Renter Information

Name/Renter: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Rental Policy

The Den can accommodate up to 175 guests and is open for rental Friday through Sunday based on staff and space availability. Facility rental includes the game room, café area, and dance floor area. *Rental excludes staff offices and computer room.* All rentals are The Den Youth Center is a drug, alcohol, and tobacco free facility. Use of the phone is available only in an emergency.

Rental Fees and Deposit

Minimum of 3 hour rental is required. Payment and deposit are due in full at the time of reservation. The Den accepts checks, cash, VISA and Mastercard credit and debit cards. Hourly rates include any set up and clean up time. All fees collected go directly to support The Den Youth Center programs.

Number of people	Deposit	Hourly Rate
1-40	\$200	\$50
40-100	\$200	\$75
100-175	\$200	\$100

Event Date: _____

Nature of Event: _____

Deposit: _____

Rental Fee: _____

Rental Start Time: _____

Rental End Time: _____

(Your set-up & clean up time is considered part of your rental period. We suggest that you allow 1 hour for clean-up.)

Number of Attendees: _____

of Chaperones (1 per 15 teens) _____

Do you require access to a freezer or refrigerator?

Yes _____ No _____ (prior approval required)

Do you require additional tables and chairs?

Number of tables _____ Number of chairs _____

Do you require use of the concert lighting system?

Yes _____ No _____

Do you require a sound system or music, videos or movies?

Yes _____ No _____

(There will be a 75\$ fee for use of The Den sound system.)

Will there be a live band?

Yes _____ No _____

(GMVCC may request a security guard @ \$50.00 per hour for a minimum of 4 hours.)

How did you hear about our about our facility? _____





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1. RENTAL ELIGIBILITY

Facility Use is prohibited for certain activities, such as any activity that interferes with the public safety or enjoyment of the facility, partisan political activity for the exclusive benefit of a particular political group, commercial activity that promotes a for-profit product or service, such as Tupperware parties, garage sales, or multi-level marketing presentations, as well as any inappropriate activity as determined at the sole discretion of The Den at the Greater Maple Valley Community Center (GMVCC).

2. CLIENT RESPONSIBILITY

- a. The renter must be 21 years of age or older and must accept responsibility for supervision throughout the period covered by this contract.
- b. Renter must ensure that caterers, rental companies, etc. comply with the time limits, parking restrictions, no smoking, and all other regulations. The contract entitles the renter to use only the areas designated in the contract. It will be the renter's responsibility to keep all guests in designated areas. Should the renter fail to comply with this policy, the renter may be subject to immediate cancellation of contract and termination of event and/or loss of security deposit.
- c. A person who lives in Maple Valley may not rent the facilities on behalf of another person or organization in order to obtain lower rental rates. Special exceptions will be brought to the attention of the Executive Director. Those persons, who sign a contract on behalf of themselves, must be present during the entire course of the rental, or they risk losing the security deposit. Any changes to the initial contract must be made in writing (letter, email, or fax) by the individual who signed the contract. Upon arrival, the individual who signed the contract will be required to check in at the front desk.
- d. The Renter is responsible for all damages and/or injuries to persons or property resulting from inadequate supervision or carelessness on the part of the renter. The building and grounds will be inspected prior to and after use by The Den staff to determine condition and potential damage charges. Damages will be deducted from the security deposit. If the security deposit is insufficient to cover costs, the renter will be billed for the remainder. Caterers, rental companies, and others that violate the policies will be prohibited from the site for further activities.
- e. Promotional materials produced to advertise scheduled events must be approved by The Den and GMVCC prior to distribution. Failure to comply may result in cancellation of this agreement.

3. INDEMNIFICATION

The renter hereby agrees to indemnify and hold harmless The Den and the Maple Valley Community Center from any loss, cost, and expense arising out of any liability, or claims of liability for loss, injury, or damage to person or property sustained or claimed to have been sustained by anyone whomsoever, by reason of the operation, use, or occupation of Center facilities by the renter, whether such use is authorized or not, or by any act, default, or negligence of the renter or its representatives, members, employees, patrons, guests, or any persons admitted to the premises by the renter or its representatives.

4. TERMINATION

The Den reserves the right to terminate any activity when in the opinion of The Den Staff the activity exceeds the purpose for which it was intended, is in violation of county or state law (e.g. minors drinking, etc.), exceeds the commonly accepted limits of good behavior, or presents a clear and present danger to persons or property.

5. CATERING/FOOD SERVICE

Professional caterers should demonstrate they have liability insurance, a valid Health Department permit, and a current business license. The Den does not provide linens, utensils, flatware, glassware, or any type of serving vessel. The Café will be opened only when a prior request has been made, and it will be operated exclusively by Den staff.

6. DELIVERY AND PICK-UP

Delivery and pickup of equipment must be within the contracted rental period. The Den cannot accept responsibility for anything delivered to or left on the premises. If any personal/rental equipment is delivered before or left beyond the contracted rental time, the renter will be penalized the hourly rental fee for each hour and fraction thereof the equipment remains on site.

7. CLEAN-UP

The renter is responsible for removing all trash, food, decorations, and any other items or equipment not belonging to The Den before the end of the rental period. If more than routine cleanup by The Den staff or contractors is necessary, The Den will charge the renter \$50 an hour for each extra hour of cleaning.

8. CONTROLLED SUBSTANCES

No alcoholic beverages are permitted at The Den. Smoking is permitted only in the parking lot area, 25ft. from any building entrances. Absolutely no illegal substances are permitted in or outside the building.





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9. DECORATIONS AND FURNISHINGS

The use of tacks, staples, nails, duct tape, double sided tape, or other adhesives is prohibited. Renters may use scotch tape or blue painters tape. Nothing may be hung from the ceiling. Use of birdseed, confetti, flower petals, glitter, silly string, or rice is prohibited. This includes throwing, scattering on tables, and any other decorative use. It is suggested that you discuss your decoration plans with Den Staff. Damages will be deducted from the security deposit.

10. MUSIC & LIGHTING

DJ's and amplified music are permitted. Bass and volume must be kept within reasonable levels; The Den staff members will monitor the sound. All DJ equipment must be loaded in and out within the contracted rental period. Some rooms have connections for stereos, CD players and/or microphones. Prior arrangements must be made with The Den staff members if the renter wishes to bring such equipment. The lighting system will be run by Den Staff. The Den sound system can be requested, however Renter may not plug in additional equipment. If The Den sound system is used then no other sound equipment may be used. During certain events such as concerts or dances The Den video game selection will be unavailable. Use of either system will cost an additional 75\$ for the total rental period.

11. PARKING

All vehicles must be parked in designated parking spaces. Fire lanes must be left open. The police may be contacted if renter is in violation. The Den is not responsible for towed vehicles.

12. PAYMENT

Full payment and security deposit required at the time of reservation. The security deposit will be returned if no damages are incurred. The Den reserves the right to terminate this agreement giving 30 days written notice.

13. CANCELTION POLICY

A refund processing fee of \$50 will be charged for cancellations received at least 20 days in advance of the event. No refunds will be made for cancellations less than 20 days prior to the event.

14. OVERTIME POLICY

Overtime charges will be applied for failure to vacate the facilities at or before the scheduled conclusion of the booking. The rates will be one half the hourly rate for the first fifteen minutes and the full hourly rate for each subsequent fifteen minutes.

15. CLOSURE POLICY

The Den may close due to inclement weather or other situations deemed to be emergency situations by the Executive Director of the GMVCC. In addition, other emergency or planned closures may happen at the GMVCC or The Den. In the event that The Den closes and a booked activity is cancelled as a result, either a refund will be issued or the activity may be rescheduled at a mutually convenient time. All refunds will be initiated by The Den (a refund check will be issued 20 days from cancellation).

To confirm a reservation, this contract must be signed and returned with proper payment.

PLEASE NOTE: The Den staff reserves the right to ask those individuals who demonstrate disruptive behavior to leave the facility.

I have read the policy stipulations on this contract and agree to abide by all of the terms listed. I understand that failure to comply with these terms will result in the immediate cancelation of my rental and/or loss of security deposit. I understand this contract is valid only when accompanied with the appropriate fees and signed by an authorized The Den staff member.

RENTER'S SIGNATURE

DATE

THE DEN STAFF SIGNATURE

DATE

FOR OFFICE USE ONLY:

Amount Received _____

Check # _____

Receipt # _____

Invoice # _____

Deposit Date _____

Staff Initials _____

Calendar _____

Rental Spreadsheet _____





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THE DEN YOUTH CENTER DISCLAIMERS

IMPORTANT: PLEASE READ THIS STATEMENT BEFORE SIGNING

The renter, as defined below, agrees that if this application for use of The Den's facility is granted, the following conditions are and will be part of the contract between The Den and the renter for said use, and the renter agrees that it is bound by and will comply with each of the following conditions:

1. The term "renter" means that the person or persons who sign this application, each group, organization, or other entity on whose behalf this application is made or who will use The Den's facility if this application is granted, and the officers of said entities. Each and all such persons and entities are deemed to have jointly and severally made and entered into all covenants, promises, and agreements herein contained and are jointly and severally liable, obligated, and bound hereby.
2. The policies, rules, and regulations of The Den, copies of which will be provided upon request, are hereby incorporated and are an integral part of this agreement to permit and use of The Den's facility and will be honored and enforced by the renter and its representatives. The renter will also comply with all applicable City, State, and Federal laws, ordinances, and regulations. The renter will use the premises of The Den in a safe and careful manner so as not to injure persons or property in, on, or near the premises. The renter will not do any act or suffer any act to be done which will in any way deface, alter, or injure any part of the premises.
3. If said premises, or any portion, equipment or furnishing or The Den are damaged or lost by and act, default, or negligence of the participants or any person admitted to the premises by the renter or its representatives, the renter shall pay to The Den, upon demand, such sum as is necessary to restore The Den to its condition prior to such use of The Den facility. The renter assumes full responsibility for the character, acts, and conduct of all persons admitted to said premises, or to any portion of The Den, by or with the consent of the renter or any person acting for or on behalf of the renter.
4. The Den reserves the right to control and manage the entire premises of The Den and the Greater Maple Valley Community Center (GMVCC) and to enforce all necessary and proper rules for the management and operation of the same. Staff of The Den also reserves the right, but not the duty, to eject any objectionable persons from the premises, and the renter waives any and all claims of damages against The Den and the GMVCC in their official and in their individual capacities, resulting from the exercise of this authority.
5. The renter will indemnify, save, and hold harmless The Den or the GMVCC and members thereof, and all officers, agents, and employees of The Den or the GMVCC, in their official and in their individual capacities, from any loss, cost, or expense arising out of any liability or claims of liability for loss, injury, or damage to persons or property sustained or claimed to have been sustained or claimed to have been sustained by anyone whomsoever, by reason of the operation, use or occupation of The Den's facility by the renter, whether such use is authorized or not, or by any act, default, or negligence of the renter or its representatives., members, employees, patrons, guests, or any persons admitted to the premises by the renter or its representatives.
6. The Den, the GMVCC and the members thereof, and the officers, agents, and employees of the Den and the GMVCC, in their official and in their individual capacities, are not responsible for property placed in The Den by the renter and are hereby expressly released and discharged from any and all liability for any loss, injury, or damages to persons or property that may be sustained by reason of the use or occupancy of The Den by the renter.
7. Departure time from the facility is specified in the contract. All persons must depart the premises in accordance with the departure time, as stated in the contract.
8. The renter is responsible for clean-up and restoring facility to condition it was found. Den staff member will conduct walk-thru with renter and complete Facility Clean-up Check List at close of rental.
9. Damages to the facility and/or equipment will be deducted from the security deposit.

I have read the terms of the contract and will adhere to the policies of The Den and GMVCC.

RENTER'S SIGNATURE

DATE

