

# Community Center of Ridge Manor, Inc.

34240 Cortez Blvd. Ridge Manor, FL 33523

Phone: (352) 583-9989 ♦ Email: RComCtr@gmail.com ♦ Website: <https://CommunityCenterofRidgeManor.org>

---

## Rental Agreement

The person signing this agreement and/or the organization on whose behalf the rental is being made (collectively the "Renter") are responsible for compliance with this agreement. All designated Renters are required to read and sign the Rental Agreement as part of the rental. Please read carefully, fill out all sections, initial at the bottom of each page, and sign on the signature page at the end of this document. Community Center of Ridge Manor, Inc. aka Ridge Manor Community Center will be referred to as The Center in this document.

### 1. **FACILITY INFORMATION**

**RESERVING:** Check all that apply: there is a 2-hour minimum. MAIN HALL \_\_\_\_\_  
EAST WING \_\_\_\_\_ WEST WING \_\_\_\_\_ KITCHEN \_\_\_\_\_ FOR \_\_\_\_\_ HOUR(S)

### 2. **RENTER INFORMATION**

Contact name \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Organization (if applicable) \_\_\_\_\_ Phone: \_\_\_\_\_  
Address, City, State, Zip \_\_\_\_\_

### 3. **EVENT INFORMATION**

Description of event \_\_\_\_\_ Date of event \_\_\_\_\_  
Will the event be open to the general public? \_\_\_\_\_ Will there be an admission charge at the door? \_\_\_\_\_  
Will there be recruiting or soliciting at the event? \_\_\_\_\_ Will event be streamed or publicized on media? \_\_\_\_\_  
Estimated attendance \_\_\_\_\_ Will there be alcohol? \_\_\_\_\_  
Time event begins \_\_\_\_\_ Time event ends \_\_\_\_\_  
Source of food supplies \_\_\_\_\_ If catered, contact name \_\_\_\_\_  
Caterer phone number \_\_\_\_\_ Caterer email address \_\_\_\_\_  
Caterer proof of Food Permit \_\_\_\_\_

## **CONDITIONS OF USE**

### A. **RESERVATIONS**

1. Applicants desirous of renting at The Center should make reservations well in advance of the intended date of use because demand for facilities is high and dates fill quickly.
2. The facilities are not considered rented until the Applicant delivers to The Center:
  - a) The Deposit

- b) The Rental Agreement
  - c) The Rental fee
  - d) Any other items deemed necessary at The Center's sole discretion and approves such rental in writing.
3. A person who is at least twenty-one (21) years of age must sign this agreement.
  4. Renter shall provide The Center's Coordinator or his/her designee with a single contact who is to serve as the representative for Renter's activities. **Designated person signing for the rental MUST be present 100% of the time during the rental and there shall be no assignment of responsibility or duties by said person.**
  5. Renter shall be responsible for securing all required permits and licenses.
  6. The facility shall be used for the purpose stated in this agreement and no other use will be permitted. Use of the facility for any purpose other than stated in this agreement will subject the renter to forfeiture of deposit and other possible penalties as applicable by law, inclusive of possible prosecution in a court of law.
  7. Renter shall not use The Center's name to suggest endorsement or sponsorship of the event without prior written approval of the Center Manager or his/her designee. Renter's publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.
  8. Renter shall permit any Center officers, employees, or agents to visit the event described in this agreement.
  9. Renter shall be responsible for picking up the keys to the Facility, from the Center prior to the event. Renter shall return keys immediately following the event to the Center.
  10. Under no circumstances shall Renter sublease or allow any other organization or individual to use the Facility for the period for which Renter has contracted.
  11. This is an "AT WILL" agreement. Prospective Renter(s) may be denied approval of any event without explanation from the Community Center. Community Center policies for Political/Religious Neutrality and No Soliciting/Advertising may prohibit rental to any party.

## B. **FEES & DEPOSIT**

See Cost Schedule and Invoice for breakdown of all charge options

1. Any person or agency holding a reservation for the use of The Center facilities and desiring to cancel such reservation may be subject to the withholding of a portion of, or the entire, security and rental fee for the Facility. Bookings made less than 30 days prior to the rental date must pay ALL FEES in full at the time of booking.
2. Renter is responsible for any lost keys, and any costs that The Center would incur to replace and/or re-key the Facility
3. In the event the Facility is not left in the same condition as prior to the event, Renter shall be charged for all janitorial and/or repair fees incurred by The Center as a result of same and these fees shall be billed to Renter. The Center shall determine the costs and shall be the final value chargeable to the Renter. Said costs shall be deducted from the Security Deposit. Damage costs that amount to more than the Security Deposit shall be paid in full by the renter upon invoice receipt from The Center.

## C. **PROHIBITED ITEMS AT FACILITY**

1. **No glass policy:** there will be **no glass beer containers** allowed on the premises or in the building. Any broken glass found on the premises after the cleanup by the renter is subject to withholding the full value of the security deposit from the renter.
2. **Glitter, Confetti, Helium Balloons:** there will be **no glitter, confetti or helium balloons** allowed in the building. Any glitter or confetti found on the premises after the cleanup by the renter is subject to withholding the full value of the deposit from the renter.
3. **Weapons:** There shall be no weapons allowed inside the facility or on the Community Center properties surrounding the facility. The definition of weapon would be any item that is prohibited by the TSA for commercial travel. Exception to this rule would be cutlery used for preparing and serving food. Violation of this rule will be subject to prosecution by the law.

## **D. SAFETY REQUIREMENTS**

1. **CPR/AED Trained person:** Renter agrees to have a CPR/AED training-certified person on the premises during the entire time period when the facility is open. Certificate card for trained person must be present on the premises during event. Renter shall be financially responsible for any loss or damage to AED equipment. The Renter shall inform the Center of any use of the AED equipment for emergency use immediately after use.
2. **Climbing/Ladder Safety:** Any activity conducted above the surface by the Renter shall be entirely at their own risk and hold harmless the Community Center of Ridge Manor from any and all liability. Any safety violations issued by OSHA or other governing oversight authorities shall be at the expense of the Renter.

## **E. INDEMNIFICATION AND INSURANCE**

1. Renter shall indemnify, defend, and hold harmless The Center, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Facility.
2. Renter shall report any personal injuries or property damage arising at any time during and/or arising out of, or in any way connected, with Renter's use or occupancy of The Center's facilities and adjoining property to The Center Coordinator or his/her designee, immediately on a verbal communication.

## **F. SECURITY**

1. The Center, at its sole discretion, may require a certain number of security officers for the event. Renter shall be responsible for procuring and paying for security officers. Security company shall be a licensed and insured corporation and shall demonstrate the ability to control the event prior to the Center approving the event.
2. Renter is solely responsible for supervising all individuals at the Facility and adjoining property during the event. The Center is not responsible for providing this supervision. However, The Center may evict individuals from the Facility during the event if their conduct is not in the best interest of the public or is deemed to be detrimental in any way.

## **G. SET UP / CLEAN UP / DECORATIONS**

1. Renter, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the Facility prior to or after the event time period. Renter shall be responsible for arranging access during the time requested for entry and exit of the Facility.
2. Renter shall not prepare or decorate the Facility prior to the event start time, unless Renter provides rental fees, deposits, and insurance for the time of the preparation and/or decoration.
3. Renter must submit samples of decorating materials to the Center Coordinator upon request for approval a minimum of 30 days before the event. The Center Coordinator must approve all decorating material for use before the Renter is allowed to start decorating process.
4. Renter shall not drive, or permit to be installed, nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the Facility and shall not make, or allow to be made, any alterations of any kind therein. The use of adhesive tape is specifically prohibited on the inside of the windows and/or doors. The glass has window tint film that may be damaged by tape. There shall be no decorations hung by the ceiling and the glitter ball, light and all ceiling fixtures shall not be removed or altered in any way.
5. Renter shall be responsible for all cleanup of the Facility, including adjacent grounds, at the end of the rental. Renter shall pick up, bag, and remove all trash generated by all activity in any way connected with its use of the Facility, leaving the Facility clean and free of all trash and litter. Renter shall also leave all fixtures in the same condition as prior to the event. Renter shall furnish all cleanup materials, including, but not limited to, floor cleaning soap, trash bags and all other necessary items to facilitate returning the facility to pre-rental condition. Facility will supply sweeping devices and mopping tools for use by the Renter. Unless arrangements are made in advance, the Renter shall be allowed a 4-hour cleanup period, which shall be performed immediately after the end of the rental period. If

the rental period ends at 12 midnight, the Renter shall have the cleanup completed by 4 am. Failure of the Renter to comply with this requirement will subject the Renter to a full loss of the security deposit.

6. Renter shall not store any equipment or materials at the Facility or adjoining property without the prior written approval of The Center Manager or his/her designee.
7. If the Renter needs certain areas in the facility as a dressing room or changing area, they must obtain permission in advance from The Center. The Center shall disable any surveillance cameras in advance of the event to accommodate the private area. The Renter shall not cover any cameras for any reason and will be subject to withholding of security deposit money if this occurs.
8. Renter shall be responsible for all damage to the Facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Renter shall be charged for all janitorial and/or repair fees incurred by The Center as a result.

H. **EQUIPMENT / ACCESSORIES**

1. Renter shall not remove, relocate, or abscond with The Center's property outside of the Facility for any reason. Renter shall not move any existing fixtures within the facility for any reason.
2. Renter shall not use The Center's equipment, tools, or furnishings located in or about the Facility without prior written approval.
3. Renter shall not drive or park motorized vehicles on field or green space, except that parking on the outlot east of the parking lot shall be permitted if requested in advance by the Renter.
4. Renter shall secure the approval of The Center before using audio/visual systems, public address systems, and live or recorded amplified music. Any damage to the facility due to the use of the electrical system and sound systems shall be the responsibility of the Renter.

I. **MISCELLANEOUS**

1. Renter shall comply with all local, state, and federal laws and regulations related to the use of the Facility.
2. Renter shall not admit a larger number of individuals than can lawfully, safely, and freely move about the Facility. Maximum persons allowed in the main hall shall be limited to 158 persons.
3. Smoking is not permitted at the Facility.
4. Animals are permitted at the Facility. Cleanup due to animal presence is the responsibility of the Renter.
5. If Renter violates any part of this agreement or reports false information to The Center, The Center may refuse Renter further use of the Facility and Renter shall forfeit a portion of, or all, the rental fee and/or the deposit. The Center may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.
6. This agreement is subject to cancellation by the Community Center management at any time if it is deemed to be under the requirements for any public health emergency. Renter would receive the full value of the deposit and any rental payment(s) already tendered if such a situation occurs. If rental is cancelled by the renter, possible forfeiture of payments may occur, depending on the timing of the cancellation in relation to the rental date.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RMCC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

# Community Center of Ridge Manor, Inc.

34240 Cortez Blvd. Ridge Manor, FL 33523

Phone: (352) 583-9989 ♦ Email: RMComCtr@gmail.com ♦ Website: <https://CommunityCenterofRidgeManor.org>

---

## IMPORTANT – READ BEFORE SIGNING

I am the RENTER or an authorized agent of the organization submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all the aforementioned rules, regulations, and conditions of use.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

RMCC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Community Center of Ridge Manor, Inc.: USE ONLY

Rental fee \_\_\_\_\_ Deposit \_\_\_\_\_ Total paid \_\_\_\_\_

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Invoice # \_\_\_\_\_

Deposit returned \_\_\_\_\_ Initials \_\_\_\_\_