

Sterling Community Center
 38377 Swanson River Rd
 PO Box 15
 Sterling, AK 99672



(907) 262-7224 Phone
 (907) 262-7225 Fax
 scc@acsalaska.net
 www.sterlingcommunityclub.com

Facility Rental Agreement

Primary Contact: _____ Organization: _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell: _____ E-mail: _____

Rental Date: _____ Time(s): _____ No. of Attendees: <25

Rental Date: _____ Time(s): _____ No. of Attendees: _____

Rental Date: _____ Time(s): _____ No. of Attendees: _____

Event Type: _____

Facility Rental:	QTY		Total
Gym - <25 ppl	_____	hrs. @ \$ \$55 /hr	\$ -
Gym - >25 ppl	_____	hrs. @ \$ \$65 /hr	\$ -
Kitchen	_____	hrs. @ \$ \$60 /hr	\$ -
Kitchen/Contracted	_____	hrs. @ \$ \$20 /hr	\$ -
Cleaning Fee	_____	Flat Rate \$100 /na Non -Refundable	\$ -
Meeting Room	_____	hrs. @ \$ \$35 /hr	\$ -
Gym Electronics	_____	Flat Rate \$105 /na	\$ -
Library Electronics	_____	Flat Rate \$55 /na	\$ -
Party Package	_____	Flat Rate \$125 /na Includes 2.5 hours, tables/chairs/toys	\$ -
Rental Deposit	_____	Flat Rate \$100 /na Fully Refundable upon Facility Inspection	\$ -

SCC Discounts:		Subtotal
Frequent Renter (FR) 30% Discount	<input type="checkbox"/> Yes -30% Cannot be combined with other discounts	\$ -
SCC Membership (M) Discount	<input type="checkbox"/> Yes -10% Cannot be combined with other discounts	\$ -
Banner (B) Discount	<input type="checkbox"/> Yes -10% Cannot be combined with other discounts	\$ -
	<input type="checkbox"/> Yes	\$ -
Paying With Credit Card?	+3% Applies to Credit Card Sales Only	\$ -
Sales Tax 3% (if over \$500 the max tax is \$15.00)		Sales Tax \$ -
Tax Exempt Number	_____	Deposit Paid \$ -
Notes:		Total Due \$ -

Security Deposits: It is understood that the Renter has agreed to carefully supervise the event. Should any damage occur to the facility/and or property, the Renter will be held financially responsible to SCCI. If the renter fails to pay any charges or fees when due, or if the Renter fails to comply with the provisions of this Agreement, SCCI may terminate the Agreement and pursue any remedies available under Alaska Law. A refundable security deposit is required for facility rental. In lieu of a cash deposit, the Sterling Community Center, Inc. (hereby called SCCI) can hold your credit card information and payment authorization as security. 50% of the total rental fee is due at time of securing a date. The balance must be paid at least 1 month prior to the event. If the security deposit was made with a check or cash, a refund of the security deposit will be mailed after the event, less any fees incurred for cleaning or damages.

Cancellations: Events cancelled before 30 days of the scheduled event will incur a cancellation fee of 25% of the total rental cost. Events cancelled less than 30 days of the event will not be refunded. Not showing for a confirmed event will incur 100% of the rental costs. Rental fees will not be refunded for leaving the rental event early. To cancel an event, the requesting party must notify SCCI staff by calling 909-262-7224.

Rental Policy & Procedure Agreement: I acknowledge that I have a SCCI Rental Policy and Procedure Agreement on File.

Signature of Renter: _____ Date: _____

Signature of Authorized SCCI Representative: _____ Date: _____

SCCI Rental Policy & Procedure Agreement

The premises shall not be used for illegal purposes or to create a nuisance. The premises shall be used only as authorized by the SCCI, and as per SCCI's established rules, regulations, and terms. Failure to abide by the terms of this agreement or misuse of the facility or failure to conform with the rules, regulations and general information herein and/or the disrespect of onsite staff, will be sufficient cause to immediately terminate an event and denial of any future rentals. The onsite staff has the right to determine when and how this should happen and to involve law enforcement at any time. Applicants may be denied or revoked when the applicant has made misrepresentation or failed to disclose any pertinent information in connection with the application.

Age & Application: All rental applicants must be 21 years of age and older and must be present during the entire rental use of the facility. The person signing the application will be considered the responsible party in case of damage, theft or disturbance during the rental use. They are responsible for the behavior and conduct of their guests.

Drugs, Alcohol/Insurance, and smoking: Alcohol may ONLY be served with prior Sterling Community Center (SCC) approval. A one-time \$100 surcharge will be charged per event. Renters are required to adhere to all applicable laws that apply and provide their own insurance. SCCI is a drug free facility and any use of drugs will not be tolerated. All SCCI facilities are non-smoking facilities.

Security Deposits/Cancelations: It is understood that the Renter has agreed to carefully supervise the event. Should any damage occur to the facility/and or property, the Renter will be held financially responsible to SCCI. If the renter fails to pay any charges or fees when due, or if the Renter fails to comply with the provisions of this Agreement, SCCI may terminate the Agreement and pursue any remedies available under Alaska Law. A refundable security deposit is required for facility rental. In lieu of a cash deposit, the Sterling Community Center, Inc. (hereby called SCCI) can hold your credit card information and payment authorization as security. 50% of the total rental fee is due at time of securing a date. The balance must be paid at least 1 month prior to the event. If the security deposit was made with a check or cash, a refund of the security deposit will be mailed after the event, less any fees incurred for cleaning or damages. Events cancelled before 30 days of the scheduled event will incur a cancellation fee of 25% of the total rental cost. Events cancelled less than 30 days of the event will not be refunded. Not showing for a confirmed event will incur 100% of the rental costs. Rental fees will not be refunded for leaving the rental event early. To cancel an event, the requesting party must notify SCCI.

Decorations/Rented Equipment/Other: Only freestanding floor and table decorations are permitted. Affixing anything to ceiling, floors, walls, lights, doors, columns or windows is prohibited. Use of dry ice, fog/smoke machines, bubble machines, sparklers, rice, birdseed, glitter, confetti, petals (real or artificial), silly string, or dance wax are not allowed either inside or outside the facility. Bubbles may be used outside the building only. Any additional equipment brought in by the renter must be pre-approved by SCC (for example, special electrical equipment, arbors, lights, lifts, platforms, ladders, etc.) The use of chalk on the pavement is not allowed. Whether live or recorded, performers conduct and performance content must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable. The volume of music must be lowered by 10:00pm. DJ's are allowed to bring in their own equipment, plug into an outlet and use their own sound system and speakers. We do not allow DJs to run their equipment through the SCC house system. SCC provides standard connections to the in-house A/V system for iPods, and computers. We highly recommend that you schedule a time with the SCC staff to test your equipment/files to make sure they work.

Kitchen: Renters can bring in their own food, have their guests bring food (potluck), or have the food provided by a caterer if it is for the sole use of their group and not for an event open for public consumption. Renters preparing and cooking food in the kitchen for a public event (i.e. pancake breakfast) where money is collected/tickets are sold must get a food service permit from the ADEC office. The kitchen is equipped with sinks, microwave oven, refrigerator, commercial dishwasher, microwave, mobile work table, hand carts, convection oven and commercial stove. Only those trained by SCC in the use and care of the gas appliances specific to SCC have authorization for their use. Other items that are available for an additional cost include but are not limited to an ice maker, coffee pots, toaster, pitchers, steam tables and portable refrigerator. It is the responsibility of the renter to provide all cooking, serving, and eating dishes, utensils, food handling gloves, aprons and other items not listed. It is the responsibility of the renter to clean the kitchen at the conclusion of the rental and SCC will provide cleaning supplies and equipment. KITCHEN CLEANING ITEMS CANNOT BE USED ANYWHERE ELSE IN THE FACILITY. Clean-up includes collection and removal of trash, cleaning of all counters and sinks, cleaning of all appliances and sweeping and mopping the floors. Sterilization buckets and bleach are provided. Any food left in the kitchen will be thrown away. SCC is not responsible for any items dropped off early of left in the building at the conclusion of your rental.

Setup and Cleanup: Each renter is responsible for the setup, tear-down and cleanup unless prior arrangements have been made in writing. Please factor this into the length of your rental time. PLEASE READ AND FOLLOW THESE ITEMS CAREFULLY TO AVOID LOSS OF DEPOSITS OR OTHER ACTIONS. All cleaning supplies and tools will be made available for cleanup and must be returned to their proper places. Only SCC cleaning supplies and tools are authorized for use unless authorized in advance by SCC. The renter is responsible for all setup and cleanup including cleaning and replacing all furniture to its proper location. SCC is a non-smoking facility – NO EXCEPTIONS. Smoking of any kind (e-cigarettes, vaping, etc.) is not permitted inside the facility. Outdoor smoking is tolerated as long as smoking related items are deposited in proper receptacles. NO FIRES, CANDLES, BBQ'S OR OTHER FIRE-RELATED EQUIPMENT ALLOWED INSIDE THE BUILDING. All fire-related items for exterior use must be approved by SCC prior to event. All non-carpeted floors, including bathrooms and kitchen (if rented), must be swept thoroughly. All spills or obvious spots must be wiped up or, if necessary, floors must be mopped. All carpeted floors must be vacuumed. All trash, cigarette butts, decorations, signs, etc. connected to your event must be removed from the SCC building, grounds and the parking lot at the end of the event. Any outdoor littering WILL result in additional costs or loss of deposits. Renters and their guests must remain in the rented area at all times or full rates for the unauthorized use of the other areas will be charged. Children under 18 years of age must be supervised and must remain in their rented areas at all times. If rented area is not cleaned in accordance to this contract and to SCC satisfaction, an hourly rate per staff person (a minimum of \$25.00) will be charged. All forms of advertising which mention SCC must be approved by SCC prior to posting. Use of facilities does not mean SCC endorses the event or the group.

No Staff Support: We do not provide any type of support staff for any event. Messages will be taken ONLY in case of emergency. If staff time is consumed due to any reason or is otherwise required, a minimum of \$25.00 per hour will be charged.

Waiver of Liability, Indemnification, and Servability: At all times, the Renter will indemnify the SCCI from all losses, damages, liabilities and expenses that arise or are claimed against the SCCI and that are in favor of any person, firm, or corporation for personal injuries or property damages, including but not limited to assault or sexual harassment, that arose about or on the premises as a result of the Renter's use or occupancy of the premises, or that arose from the Renter's failure to comply with any laws, statutes, ordinances or regulations. The Renter shall be fully liable for the actions of its director, officers, members, partners or subcontractors, and the employees and agents of each of them and shall fully indemnify and hold harmless the SCCI, its employees, agents, Trustees, and assigns from claims, suits, actions, damages and costs of every type and description, including attorney's fees (at both trial and appellate levels), arising from or relating to personal injury or death, including but not limited to assault or sexual harassment, and damage to real property or tangible personal property, alleged to be caused in whole or in part by the Renter, it's officers, directors, members, partners or subcontractors and employees or agents of any of them: provided, however, that the Renter shall not indemnify for that portion of any loss or damages proximately caused by the negligent acts or omission of the SCCI. The Renter shall fully indemnify and hold harmless SCCI, and it's agents, trustees, employees and assigns from any claims, suits, actions, damages and costs of every type and description, including attorney's fees (at both trial and appellate levels), arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right made by third parties for any alleged violations by Renter, it's agents, employees or assigns. In the event of a claim, SCCI shall promptly notify the Renter in writing by prepaid certified mail (return receipt requested), or by delivery through any nationally recognized courier service (such as Federal Express or UPS), which provides evidence of delivery, at the notice address provided. SCCI shall provide all available information and assistance that the Renter may reasonably require regarding any claim. In the event that there is a conflict between the Agreement and any other applicable indemnification agreement between SCCI and the Renter, the Agreement which provides the most protection for SCCI shall take precedence. The provisions of this Agreement are severable, and if any one or more provisions may be determined to be illegal or otherwise unenforceable by a court of competent jurisdiction, in whole or in part, the remaining provisions, and any partially unenforceable provisions to the extent enforceable, shall nevertheless be binding and enforceable.

Signature of Renter/Member

Date

Signature of SCCI Authorized Representative

Date