



RENTAL AGREEMENT

CONTACT INFO					
NAME OF PERSON RENTING			GROUP/ORGANIZATION		
PHONE	EMAIL	STREET	CITY	STATE	ZIP
HOW DID YOU HEAR ABOUT US?			HAVE YOU RENTED FROM US BEFORE?		

EVENT DETAILS				
WHAT TYPE OF EVENT IS THIS?*	DAY	DATE	TIME OF EVENT	# PEOPLE EXPECTED
# OF TABLES NEEDED	# OF CHAIRS NEEDED		WILL YOU BE BRINGING IN A DJ OR OTHER SERVICE?	
WILL YOU BE SERVING LIQUOR BEV?	WILL YOU BE SERVING NON-ALCOHOLIC BEV?	WILL YOU BE SERVING FOOD?	NEED PA SYSTEM?	NEED ICE?

*Please note we do not allow dancing or dance floors on the gym floor.

AREAS AVAILABLE FOR RENT		
GYM- FOR EVENING EVENT (\$1,250 for 8 hours) additional time \$50 an hour	SOCCER FIELD WITH LIGHTS (\$40 PER HOUR)	BALL FIELD (TURF & GRASS) (\$35 PER HOUR)
GYM- COURTS (\$35 PER HOUR)	SOCCER FIELD NO LIGHTS (\$35 PER HOUR)	PAVILION (\$75 for 3 hours)

FOR EVENT RENTAL OF GYM (TRIVIA'S, BINGOS, ETC.)

We require a \$750 non-refundable payment to hold the date for the event. After the event, the remainder of the balance is due (\$500). If there is damage to the facility, additional fees will be charged based on the cost of repair and must be paid by the renter.

FOR FIELDS AND COURT USAGE

We will work with you to determine a payment schedule for use. If there is damage to the fields or facility, additional fees will be charged based on the cost of repair and must be paid by the renter.

FOR PAVILION

Payment is due at the time of the event. If there is damage to the pavilion area, additional fees will be charged based on the cost of repair and must be paid by the renter.

Please read the following carefully.

In order to rent the facility, you must:

- Provide a certificate of insurance liability for the day of event
- Provide a certificate of insurance of liquor liability for the day of event (if you have liquor at your event)
- TASK must be named as "certificate holder" and "additional insured" on all policies for the event
- Sign and agree to the usage and hold harmless agreement
- If you are renting the outside fields and or pavilion, you may be required to get other permits with additional fees. Call the TASK office for details.

Other

- You must provide your own coolers, screens, projectors and other equipment that you may need.
- TASK will provide tables, chairs (for inside rental only, not for field) and an in-house sound system and microphone.
- Rental space may not be used for dances.

I CERTIFY THAT I HAVE READ THE RENTAL GUIDELINES AND REQUIREMENTS AND AGREE TO AHERE TO THEM (PAGES 3 & 4). IN ADDITION, I HAVE READ AND AGREE TO THE HOLD HARMLESS AGREEMENT (PAGE 3). VIOLATION OF ANY OF THE AGREEMENT CAN LEAD TO LEGAL ACTION, LOSS OF SECURITY DEPOSIT AND NO FUTURE RENTALS.

SIGNATURE: _____ DATE: _____ POSITION: _____

OFFICE USE			
RENTAL GUIDELINES AND REQUIREMENTS REC'D		TOTAL RENTAL FEE	
HOLD HARMLESS AGREEMENT SIGNED AND REC'D		DEPOSIT REC'D	
PROOF OF INSURANCE FOR THE EVENT REC'D		BALANCE DUE NIGHT OF EVENT / RENTAL	
PROOF OF LIQUOR LIABILITY REC'D		CHARGES FOR DAMAGES	

RENTAL GUIDELINES AND REQUIREMENTS

General

1. **Law:** User agrees that the property and facilities of TASK shall be used for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of TASK.
2. **City of Fenton:** User agrees to abide by all fire, safety, traffic, parking and public safety requirements of TASK and the City of Fenton.
3. **Alcohol:** Alcohol is permitted only with approval of TASK and certificate of liquor liability and general liability insurance from renter. Must be 21 years or over to consume alcohol. **Attendees MAY NOT bring in their own alcohol to the event. All alcohol must be served by the Renter** so that alcohol can be monitored. Alcohol may not be consumed outside of the TASK facility.
4. **Table and Chairs:** Renter is responsible for all set up and clean-up of tables, chairs, trash and anything that is used. See page 5 for specifics.
5. **Firearms:** Possession of any firearm, concealed or not, or other lethal weapon is prohibited in/on any TASK premises.
6. **Deposit:** A 25% deposit must be received in order to hold the date of the rental. Rental fees and balances must be paid by the night of the event/rental.
7. **Decorations:** Renter agrees that decorations shall **NOT** be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by use of nails, scotch tape, staples, etc. All decorations must be approved by TASK.
8. **Smoking:** Smoking is not permitted in facilities.
9. **Occupancy:** The maximum number of people that can occupy the hall is 600.

Cancellations:

1. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by TASK.
2. TASK reserves the right to cancel this reservation if it conflicts in any way with the general policy of TASK regarding TASK Programs and special events. TASK also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided when the change is necessary.
3. Field cancellations will only be allowed in the event of inclement weather during your rental time or if TASK determines the fields are unplayable.
4. If a practice has to be canceled a refund will be provided or you may reschedule your practice within the current baseball/soccer season. Credits will not be carried from one season to another.
5. A 48 hour cancellation notice is required for rental. If an event is canceled less than 48 hours prior to the event, the deposit will not be returned.

Clean up

1. **Main Room.** Table trash, floor trash, cups, plates, plastic ware, food, decorations, etc. will be gathered and placed in proper receptacles. All cups will be emptied into the sinks before being placed in the trash receptacles.
2. **Tables and Chairs.** Please return tables and chairs to racks.
3. **Restrooms.** Trash will be picked up from the bathroom floors.
4. **Outdoors.** Trash will be picked up outside the building. Cigarette butts, cups, miscellaneous items left outside shall be disposed of in proper receptacles (not in planters or flower beds).
5. **Kitchen/Bar Area.** The kitchen is to be left as it is found.
6. **Trash.** All trash must be disposed of properly and put into the dumpster at the back of the property.

Liability/Responsibility

1. The renter hereby fully and forever releases and discharges and hereby agrees to indemnify and hold harmless TASK and its trustees, officers, employees, agents, representatives, volunteers and assigns (collective referred as to "TASK Parties") from any and all present and future claims, demands, damages, rights of action or causes of action arising out of, resulting from or connected in any way with the use of the TASK facility under this agreement, whether known or unknown, anticipated or unanticipated, including, but not limited to, any claims arising out of or resulting from any of TASK Parties' negligence or fault provided that this release and discharge shall in no way affect any claims which User cannot legally waive, such as grossly negligence acts, intentional acts occurring in the future and acts done with malfeasance.
2. User agrees to be responsible for any damages to TASK facilities and/or property or injury to other persons caused by persons using TASK facilities under this Agreement. For rental of the gymnasium for an event a \$400 security deposit will be charged. If the facility is cleaned and returned to the condition it started and no damage has occurred, the renter will receive the \$300 deposit back
3. A designated representative of the User must be available to TASK personnel at all times during the use of the facility.
4. TASK is not responsible for any injury to persons or damage or loss to the property of user, its employees, agents, guests, invitees or others using the Facility or other TASK property.
5. User agrees that TASK will not assume responsibility for damage to or loss of any articles and merchandise brought into the facilities.



- 6. No later than one month prior to the scheduled use, User agrees to provide TASK proof of comprehensive general liability insurance for not less than \$1,000,000 per occurrence which names TASK as an additionally insured by endorsement of the renter's liability insurance using ISO form CG 2026 or its equivalent. TASK must be named as "certificate holder" and "additional insured" on all policies for the event. TASK reserves the right to cancel the Agreement if such insurance is not provided by the established deadline or maintained through the scheduled use.
- 7. TASK must be notified not less than 30 days prior to any cancellation or modification of insurance which does not meet the minimum coverage requirements of this section. In other cases, the Executive Director must receive a complete list of appropriate user waivers. Waivers will be provided. It is solely up to the discretion of the Executive Director as to the implementation of Certificate of Insurance or User Waiver.

Alcohol

- 1. Renter will be responsible for furnishing their own alcoholic beverages (if you choose to serve alcohol). TASK is in no way liable for the serving and consumption of alcohol. Renter must provide a certificate of insurance for event that also names TASK an additional insured 30 days prior to the event.
- 2. Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21. Further, Renter shall monitor all service, if any, of alcohol and specifically acknowledges that Renter is solely liable for the consumption of any alcohol by any person on the Premises and that such liability shall extend to any aspect regarding the consumption of alcohol.
- 3. You must provide a certificate of insurance of liquor liability and TASK must be named as "certificate holder" and "additional insured" on all policies for the event
- 4. TASK may ask guests for identification to verify age. TASK reserves the right to ask the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) a guest or guests appears intoxicated and refuses to leave the premises.
- 5. **No alcohol is permitted anywhere outside of the main building. This includes outside the front door, the parking lots, and rear of the building. If your event is held outside you have to get additional permits with additional charges from the City of Fenton and State of Missouri.**
- 6. Only persons holding the appropriate liquor licenses and permits and pre-approved by TASK will be authorized to dispense alcohol, and only from the bar area.

USAGE AND HOLD HARMLESS AGREEMENT

I acknowledge that health or fitness club activities involve known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death and property damage. Risks include, but are not limited to, musculoskeletal injuries, broken bones, and/or overuse injuries caused by equipment that breaks or otherwise fails; death as a result of drowning or brain damage caused by near drowning; medical conditions result from physical activity; and damage clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.

I hereby fully and forever releases and discharges and hereby agrees to indemnify and hold harmless TASK and its trustees, officers, employees, agents, representatives, volunteers and assigns (collective referred as to "TASK Parties") from any and all present and future claims, demands, damages, rights of action or causes of action arising out of, resulting from or connected in any with the use of the TASK facility under this agreement, whether known or unknown, anticipated or unanticipated, including, but not limited to, any claims arising out of or resulting from any of TASK Parties' negligence or fault.

I/We represent that our organization has general liability insurance with coverage limits of \$_____ in effect as of the date of the Activity. I/We agree to name TASK as an additional insured party by endorsement of our liability insurance using ISO form CG 2026 or its equivalent and shall provide proof of such additional insurance coverage to TASK prior to the date of the Activity.

I/We agree to pay the agreed upon fees for rental of the TASK property with full payment made to TASK no later than the date of the event. I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.