

Facility Rental Agreement

Note: Rentals are not confirmed until a phone call or email is received from a NL Staff Member.

Name of renting group/individual: _____

Contact Person*: _____ Date of Birth: _____ *Determines Resident vs. Non-Resident rate

Address: _____ City: _____ State: _____ Zip: _____

Contact Number: _____ Email: _____

Date requested: _____

Start Time: _____ End Time: _____ (Include time for setup and cleanup.)

Type of Activity: _____ AV Equipment \$10/day _____

Estimated Attendance: _____ Serving Food & Drink? _____

Alcohol? (YES) (NO) If yes additional rules & rates apply. (Gerdin Conference Center only.)

Do you plan on using areas other than your rental space? (YES) (NO) If Yes, please list _____

Estimate time of use. _____ Areas may not always be open to public.

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Space	Capacity	Resident Fee	Non-Resident Fee	501 C-3 Fee
Single Room	Up to 40 people	\$25/HR	\$30/HR	\$13/HR
Large Room	Up to 70 people	\$30/HR	\$40/HR	\$15/HR
Double Room	Up to 140 people	\$50/HR	\$70/HR	\$25/HR
Gerdin Center*	Up to 400 people	\$80/HR	\$100/HR	Regular Fee
Half Gymnasium	Up to 200 people	\$25/HR	\$30/HR	Regular Fee
Full Gymnasium	Up to 400 people	\$45/HR	\$50/HR	Regular Fee
Kids Campsite Sa-Su 6-10pm	Up to 50 people	\$30/HR	\$35/HR	Regular Fee

*Minnimum 10Hr Rental

Rental times Monday-Friday 6am-10pm Saturday-Sunday 8am-10pm. All rentals are required to be out no later than 10pm. Failure to do so will result in an additional fee of \$200/hr being charged to your rate.

Please see the back for rules and signature.



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- Facility reservations are made on a first come first serve basis. All Recreation Center programs take precedent.
- Deposit: Credit Card # Renters are financially responsible for all costs relating to reserving, damage, cleaning charges and missing equipment.
- Rental Fees: (Due upon approval): Fees will be charged according to rates above. Credit card charged upon approval.
- Room Set– up: Arrangement of tables and chairs is the responsibility of the renter. Renter is responsible for room cleanliness after use. Any tables and chairs borrowed from another room must be returned.
- Kitchen Use: Located on the main level of facility. First come, first serve with no additional cost. Includes use of sink, stoves, and refrigerator.
- Does not include Recreation Center utensils, cups, equipment unless otherwise noted. Renter is responsible for cleanliness after use. Anything left in refrigerator or in kitchen will be disposed of.
- Building Rules: It is required that all renters abide by the set building rules—including no tobacco, alcohol, or drugs. Please note that other areas of the building will be open to the general public during normal business hours and are not included in room reservations unless otherwise noted. Violation of these rules can result in loss of deposit plus any additional damage.
- Rental Changes: Any change in the time of rental, partial or total cancellation requires a 48 hour notice.

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Credit Card #. _____ Expiration Date: _____ Security Code: _____
(Visa, Mastercard, American Express)

I, the undersigned, have read, understand and agree to the terms and conditions of this facility use agreement. Please see back side for details.

Contact Person's Signature

Request Submittal Dates: Room requests begin to be accepted on the following dates throughout the year:

April 1st: Rental requests for May-August.

August 1st: Rental requests for September-December

December 1st: Rental requests for January-April