

CONWAY PARKS, RECREATION & TOURISM

CONWAY SENIOR CENTER

FACILITY RENTAL FORM

RENTAL DATE [ ] EXPECTED ATTENDANCE [ ]

(Note: Rental is for this date only)

Note: By Order of the Fire Marshall, maximum capacity of this facility is: 140

Name \_\_\_\_\_
Company/Group \_\_\_\_\_
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
Email \_\_\_\_\_

DESCRIBE IN DETAIL THE TYPE OF EVENT/ACTIVITY YOU PLAN ON HAVING

Rental Deposit: \$100.00 (Non refundable/Non transferable. Goes toward facility rental)
Cleaning/Security Deposit: \$200.00
Rental Rate: \$200.00 (4 hour minimum) Daily Rental Rate \$350.00
Kitchen Rental rate: \$50.00
Supervisor Fee: \$15.00 per hour for the duration of the rental

\*To reserve the Conway Senior Center, an application must be submitted no earlier than Six (6) months prior to the desired reservation date and no later 48 hours prior to the reservation date. For this form to be processed, the rental deposit must be paid when the request is submitted.

Rental Rate for ADVANCE RESERVATIONS (8 days to 6 months in prior to date) must be paid in Full no later than 48 hours prior to the date of the event.

Rental Rate for LATE RESERVATIONS (48 hours to 7 days s prior to date) along with the security deposit must be paid at the time of request.

Only cash, credit or debit payments will be accepted within seven (7) business days of the desired reservation.

\*A cancellation with less than 72 hours written notice shall result in a forfeited Deposit and/or facility rental fees.

I/We (applicant) agree to be fully responsible for the facilities rented per conditions as outlined on the front and back of this reservation request. Applicant understands that this request should be returned to the Conway Parks, Recreation & Tourism Department for processing. Applicant understands this request is subject to the approval of the Parks, Recreation & Tourism Director or his designee.

Failure to comply shall result in loss of security deposit and additional costs incurred for damages that may occur while the facility is being rented.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Rental Deposit (non-refundable) \$100.00
Cleaning/Security Deposit \$200.00
Kitchen Rental Rate: \$50.00
Total Due: \_\_\_\_\_ Total Paid: \_\_\_\_\_ Remaining Balance Due: \_\_\_\_\_
Approved by: \_\_\_\_\_ Date entered in Sportsman Calendar: \_\_\_\_\_

**I, the undersigned, hereby accept the condition of the Conway Senior Center and its furnishings as clean and not damaged and agree to the following Rules & Regulations stated on the front and back of this agreement:**

Applicant may begin their set up at the Conway Senior Center (*no earlier than 5:00pm on week days and no earlier than 7:00am on weekends*) on the date specified on the face of this contract. The event must end no later than 11:00pm on the rental date specified. Facility must be cleaned and returned to its pre-rental condition with all supplies removed no later than 12:00 midnight of the date of rental. **THIS CONTRACT ALLOWS FOR THE USE OF THE CONWAY SENIOR CENTER ON THE DATE SPECIFIED ON THIS CONTRACT. YOU MAY NOT DECORATE THE DAY BEFORE THE EVENT OR LEAVE ITEMS AFTER YOUR EVENT ENDS.**

1. A site supervisor shall be on site for the duration of the rental. The supervisor reserves the right to contact the Conway Police Department and/or PRT officials in the event violations occur. This supervisor will not clean the facility, but will remind you of the cleaning that must take place. No fees shall be paid directly to the supervisor unless authorized by the Parks, Recreation & Tourism Director.
  2. A \$200.00 Cleaning/Security Deposit is required. If the building is in the same condition as before the rental period and there are no damages, the deposit shall be returned within (7) business days. If the building is not clean, there are damages or items are left, the deposit shall be forfeited. If cleaning has not been completed by the end of the rental period, a \$50.00 per hour charge will be deducted from the Clean/Security Deposit.
  3. All decorations, equipment, paraphernalia, food, trash etc... installed by the applicant or their authorized representatives must be removed from the facility prior to the end of the contract period stated on the front of this application. ***Failure to remove items shall result in loss of the cleaning/security deposit.***
  4. Independent Contractors, such as Caterers, Decorators, Photographers, etc... that you use for an event/activity held at this facility must have a City of Conway Business License. Please list name and contact information any of the above that you plan on using:
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5. Any and all items left after the rental period shall be deemed abandoned. The City of Conway shall exercise its right to remove any items and dispose of. ***Items left shall result in loss of cleaning/security deposit.***
  6. No staples, nails, tape, thumb tacks, etc..., may be inserted into walls, doors, ceilings fixtures etc.... ***Failure to adhere to this rule shall result in loss of cleaning/security deposit.***
  7. No drugs, alcohol or tobacco products are allowed in the facility. Drugs and alcohol are not allowed on city park property.
  8. Only applicants age 21 and older will be considered for approval.
  9. The Parks, Recreation & Tourism Director reserves the right to deny applications submitted.
  10. No Rice, grain, confetti, etc., shall be thrown or distributed in the building or directly outside the building.
  11. No mud, soil, or pots containing water, except flower pots, may be placed in the building.
  12. Damages to any equipment shall be billed to applicant. Do not sit or stand on tables. Do not stand on the chairs. ***Tables and chairs are NOT to be removed from the facility.***
  13. **USE OF THE KITCHEN:** If you are paying to use the kitchen, you cannot use utensils, pots, pans, pitchers, dish cloths or any items within the kitchen. Ice is not provided. The Walk-In Cooler is not available for use. If the Stove, sink or refrigerator is used, the equipment must be cleaned (stove turned off) prior to the end of the rental period. No raw materials (*food/trash, other debris*) may be dumped into sinks. All items brought in, must be removed prior to the end of the rental period. **COOKING IS ONLY ALLOWED IN THE KITCHEN.** Grills, etc... may not be brought into the facility or placed on the porches.
  14. Applicant must supply their own cleaning supplies and trash bags for clean up. A broom, dust pan, mop and bucket are available for use. All bags of trash must be properly disposed of prior to leaving the facility. All floors must be swept, trash picked up and damp mopped prior to the end of the rental period. Outside must also be free of trash and debris.
  15. Applicant is responsible for the security of the building during the rental period.
  16. Conway Parks, Recreation & Tourism staff and Conway Police reserve the right to enter facility at any time.
  17. Any injury as a result of the renter's use of the building is the responsibility of the renter.
  18. This facility may be used for certain non-profit fund raisers. Political fundraisers will not be approved. No admission fees or funds in general may be collected from the public for any event held at this facility without approval from the Parks, Recreation & Tourism Director. Any signs on park property must be approved in advance. This facility cannot be subleased.
  19. Applicant shall be responsible for replacement cost of any damages that occur to the building or contents during their rental period. Parks, Recreation & Tourism staff inspect the facility after each rental.
  20. This property is subject to all ordinances of the City of Conway. The City of Conway's noise ordinance is in effect. Loud music is not allowed. Parks, Recreation & Tourism Staff and/or Conway Police reserve the right to shut down the event if any rules and regulations are not adhered to.
  21. All events (*for ages 20 and under*) must be properly chaperoned.
  22. Events/Activities, such as gambling, (*bingo included*) which may be deemed objectionable will not be permitted on the premises. The Parks, Recreation & Tourism Director shall rule on all unusual circumstances and his decision shall be final.
  23. Conway Parks, Recreation & Tourism: 843-488-1950. Conway Police non-emergency line 248-1790.