



Rental Responsibilities

- The renter must provide a certificate of liability and 501c3 if applicable. The CLC must be named on the COI as an additional insured.
- The renter must sign the Facilities Rental Contract and Auditorium Policy (if applicable) -Renters are responsible for securing a Day Wine and Beer License, security, and a Bartender, if they wish to serve beer and wine. No liquor is allowed.
- To secure a space, a deposit is required. Space will not be reserved until the deposit has been made.
- Deposits are 50% of the total rental amount. They will only be refunded if a written cancellation is received 15 days before the event.
- Payment must be made in full before the event. Checks can be written to *The Community Learning Center, Inc.*

Room Arrangement

- The arrangement of the space is the responsibility of the renter. Additional equipment must be requested at the time of the room reservation.
- Food and drinks may be served in the rooms, omitting the auditorium.
- Renters are responsible for any damage, missing items, or extraneous cleaning charges as deemed necessary by the CLC.
- AEDs are located by door #5, door #16 on the first floor. Second floor, to the right of the auditorium, third floor near the Assembly Room.

Prior/During the Event

- No tape, tacks, nails, etc. on the walls
- No glitter or candles (Bunsen burners are allowed upon CLC approval)
- No illegal activity on the grounds will be tolerated
- No tobacco
- No Beer and Wine without a one-day beer and wine license

After Event

- No food or drink should be stored in the building for longer than 1 week.
- Clean equipment, tables, chairs, and kitchen items (if applicable) with cleaning supplies provided by the CLC.
- Collapse all tables used for the event
- Turn off the lights
- Leave trash in the hallway
- Make sure all exterior doors in the room are closed

Additional Information

- Alarm system will be turned on from 10 pm to 7 am Monday-Friday. The alarm will be set during the weekend as needed. Staff will be provided by the CLC for supervision.
- Renters can access the "Guest" wifi network *Password: CLCGuest

Signature_____ Date_____

Community Learning Center Facilities Rental Contract

Date of Rental _____ Time _____ Number of Participants _____

Person Requesting the Facility _____

Address _____

Phone _____ Email _____

Reason for Use _____

Specific Rooms to be used

Multipurpose Room A	
Kitchen	
Classroom 215	
Community Room	
Gymnasium	
Reception Room	
Auditorium	
Multipurpose Room B	
Assembly Room	
Outdoor Space	

Equipment Needed (include amount)

Tables	
Chairs	
Monitors/Technology (A and B)	
Auditorium Equipment	
Assembly Room Audio/Visual	
Reception Room Audio/Visual	
Basketball Courts	

Pickleball Courts	
Volleyball Court	

To Be Completed by a CLC Staff Member

Date of Contract _____ Authorized by _____

Deposit Amount _____ Total Rental Fee _____

Date Dpt Paid _____ Date Remainder Paid _____

Facility Rules and Regulations signed and attached to contract _____

Renter's initials to confirm information on this page: _____

Facility Rules and Regulations

The Community Learning Center will:

- Provide all available equipment requested on the Facilities Rental Agreements
- Provide one staff person to answer questions or assist renters during their scheduled rental time.
- Have available tables and chairs for use during the rental if needed.
- Provide cleaning supplies

The Renters will abide by the following rules:

- No Smoking in the building or on the premises.
- Groups must be accompanied by at least one adult supervisor per 15 participants.
- Clean gym shoes must be worn in the gymnasium; no black soled shoes.
- Renters will be responsible for cleaning up after the parties. This includes wiping down tables, sweeping the floor, and putting trash in the hallway following the event.
- All participants will sign a code of conduct agreement and a liability form before attending the rental.
- Renters will be responsible for informing participants of the rules and regulations and the Code of Collaboration stated below:

The Code of Collaboration is stated below

The Community Learning Center is a safe, clean, organized place for collaboration, skilled learning, recreation, and entertainment. By signing this paper, you commit to ensuring that all participants who engage in programming here adhere to keeping our community safe and building a safe space for others to enjoy.

The undersigned has read and fully understands the rules and regulations governing the use of these facilities and agrees to abide by them. The undersigned will be responsible for any damage to The Community Learning Center's property due to any violation of the rules and regulations by themselves or their participants.

Signature _____

Date _____

Community Learning Center Programmers' Code of Conduct

The Community Learning Center's mission, ***Connecting Communities, Strengthening Lives, Securing Futures***, drives our work daily. Any programmer, whether dedicated or one-time, will adhere to our mission through their conduct. This includes, but is not limited to, profanity or abusive language or attire, smoking, use of alcohol or drugs, removal of the CLC property, and criminal behavior of any type. Such inappropriate behavior or conduct is unacceptable, and the CLC consequently retains the right to deny programming or participation in programming if deemed necessary.

I agree to abide by the above code of conduct, as well as the rules outlined in the rental contract.

Name _____ Date _____

Signature _____