

# BOVINA XIT RECREATIONAL CENTER RENTAL AGREEMENT

**Information of the Person or Organization Renting:**

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Mailing and Physical Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_



**Today's Date:** \_\_\_\_\_

**Room(s) Rented:**

Whole Facility      Gym      Kitchen      Mustang      Colts      Grissom Loft

**Rental Date:** \_\_\_\_\_

**Hours Needed:**

Opening Time: \_\_\_\_\_ a.m./p.m.

Closing Time: \_\_\_\_\_ a.m./p.m.

**Description of Use:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rental Fees:(does not included workout facility)**

Whole Facility	\$500.00
Gym	\$300.00
Kitchen	\$100.00 additional fee
Colts Room (Kids)	\$50.00
Mustang Room (Teen)	\$50.00
Grissom Loft	\$150.00

**25% of the rental fee is a deposit due to hold the rental. This deposit will be returned in full if rental is cancelled 30 or more days prior to the event date.**

**Security deposit is TWICE the amount of the rental fee**

**Licensed Peace officer required:**

# of people attending	# of officers
100-200	2
200-300	2

300-400 3  
400-> 4

Pay scale will be negotiated between the renter and the peace officer.

Security deposit will be returned after the event and once the building and facilities have been inspected and found in the same condition in which they were rented. **YOU ARE EXPECTED TO LEAVE THE BUILDING AS CLEAN OR CLEANER THAN WHEN YOU ARRIVED. Nonprofit organization will not require a licensed peace officer.**

### **Additional Terms and Conditions**

#### **Additional Fees:**

- You are to meet a staff member for opening and be ready for clean up inspection and lock up on the facility at time indicated above. If you are ready earlier or need more time, you are to contact the staff member indicated below so the staff member does not have to wait for clean up to be completed.
- Your contract requires a fee of \$15 for every 15 minutes that the staff member has to wait for the renter at opening time or closing time which will be deducted from your deposit if not paid to the staff member.

#### **The following items are not allowed:**

- No smoking
- No alcohol beverages: Use of alcoholic beverages will result in immediate termination of event and forfeiture of deposit and fees, as well as criminal charges.
- No illegal substances
- No bottles or glass container of any kind
- No open flames such as candles or burners
- Do not attach anything to the walls or ceiling
- No use of glitter or confetti of any kind

#### **Liability**

- Each renter/user is required to use the building and grounds responsibly and adhere to fire, safety and health codes, including maximum occupancy regulations.
- The Bovina XIT recreational center assumes no liability for loss, theft, property damage or personal injury related to the use of the center's property by renter/user. Renter/user will be held responsible for payment of any and all damages to the building, furnishings, fixtures or equipment, whether caused by the renter/user or any members of the rental party.

#### **Policies/Code of Conduct/ Multi-Use**

- Multi-use: The Center is a public facility, with simultaneous users. Renters should assume there is a group before and after them, and concurrent events. Renter/users are required to ensure that attendees minimize noise, remain in the rooms rented, clean up space after use, and are courteous to other renters/users. The signer of the rental agreement is responsible for the attendees of their events.
- Children: Children under the age of 11 must be supervised by an adult over the age of 18 and remain supervised at all times in the rented and unrented rooms throughout the event.
- Storage: No apparatus, furniture or equipment other than what was disclosed in the rental contract is to be moved into the Center without prior approval from the Center. No furniture from the inside of the building can be moved outside without prior approval from the Center.
- Event Plan: The renter/user is required to furnish in writing at the time of the reservation any

information pertinent to the event to determine space arrangements, special services, and equipment necessary to the staging and proper management of the event.

- Noise: Do not leave doors or window open during loud events. All events end at 12:00am unless otherwise indicated in the application and has been approved by the Center.
- Equipment setup: The renter/user is responsible for setting up and re-storing the tables and chairs used for the event.
- Clean up and Damage: Clean the facility and grounds at the end of the event. This includes: sweeping and wet moping all floors, cleaning all walls, toilets, sinks, tables, chairs and appliances; clearing the tables of all disposable contents and cleaning all spills. Remove all trash and litter from inside facility, outside covered porch area, parking lot and grounds; place all trash and litter in the dumpsters; and return all tables, chairs and equipment to their storage locations. Incidental damage to the center, parking lot, grounds, and/or equipment may result in the withholding of all or part of deposit. Intentional excessive damage may require additional monies to be paid to the City to cover the cost of repairs.
- Cancellation of agreement: The Center reserves the right to discontinue any rental contract if the activity proves disruptive to neighbors or concurrent users. The agreement can also be cancelled if the renter/user does not adhere to the terms of the contract.

**\*\*\*We have the right to refuse service to anyone with previous altercations\*\*\***

I agree to the above terms for renting/using the Bovina XIT Recreational Center. I understand that I am responsible for the conduct of the wanted and unwanted guests attending this event. I understand that if these terms are not followed, the Center reserves the right to refuse rental/use to me and/or organization in the future and can cancel the current rental agreement with no refund.

Renter/User Signature \_\_\_\_\_ Date \_\_\_\_\_

Total Amount Owed:

Deposit: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Security required \_\_\_\_\_ Yes \_\_\_\_\_ No

Number of Officers \_\_\_\_\_ Amount Due: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_

Rental Agreement approved:  Yes  No

A fee and deposit received in payment for the rental:  Yes  No

City Authorized Employee \_\_\_\_\_ Date \_\_\_\_\_

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Office Use Only

Deposit Returned:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If No explain, \_\_\_\_\_

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