



Facility Rental Guidelines

Renter must be over 21 years of age, and Renter must agree to abide by the NECC's non-discrimination policy. Renter is responsible for the behavior of all Guests during the period of the Rental. NECC does not allow sales or other commercial activities as part of a facility rental, including coaching, entertainment, or other activities for which a person receives any type of compensation.

Rental Process. A rental is not final until confirmed in writing by NECC and fees received.

- 1) Return the completed and signed rental application to the NECC Front Desk or email to rentals@necommunitycenter.org;
- 2) Within 3 business days, NECC will contact applicant to either confirm availability of date or inform that rental period is not available;
- 3) Applicant must submit security & cleaning deposit and rental fees to NECC rental representative before rental can be confirmed;
- 4) NECC will provide a final written confirmation of the rental & receipt for payment.

Payment of Fees

Security & Cleaning Deposit. Security & cleaning deposit must be received by NECC before rental can be finalized. The following security & cleaning deposit schedule applies to facility rentals:

MPR A, B or C:	\$200/room
Annex:	\$200
Gymnasium & Pool:	\$200/each

Renter's full security & cleaning deposit will be returned if the space, associated bathrooms, other utilized space and all equipment is left in the same condition as it was prior to usage, trash is taken out of the building & properly disposed of, floor has been swept (or mopped if necessary), tables are cleaned, the facility is vacated on time, and renter and his/her guests have followed NECC rules and regulations. Cleaning supplies will be provided. If, as a result of the rental, there are damages or cleaning costs that exceed the total amount of the security & cleaning deposit, the renter may be billed for repair and/or necessary cleaning .

Security & Cleaning deposit will be returned 7-10 business days after the event.

Rental Fees. Rental fee must be received by the NECC before rental can be finalized unless alternate arrangements have been made in advance with the NECC rental representative. If payment is not received by the payment deadline, the event will be cancelled, and renter's security deposit, less a \$20 administrative fee, will be refunded within 7-10 business days.

Cancellations & Refunds

Cancellation. If renter cancels a confirmed facility rental, the following applies:

- If cancellation is 14 days prior to the event, renter will receive a full refund for the security deposit & rental fee.
- If cancellation is 7 – 13 days prior to the event, renter will receive a refund for the security deposit and rental fee, less a \$20 administrative fee.
- If cancellation is fewer than 7 days prior to the event, renter will receive a refund of the security deposit and 50% of the rental fee.
- If NECC is closed due to inclement weather or another emergency arises, all rentals are cancelled, and renter will receive a full refund for the security deposit & rental fee.

All appropriate refunds will be provided 7-10 business days after cancellation.

NECC reserves the right to cancel all rentals and return all deposits and fees at any time due to inclement weather or other unanticipated facility closures, and 14 days or more prior to the event for any reason.

Rental Misc. Guidelines

- With each confirmed facility rental, NECC will include an additional 15 minutes for setup and 15 minutes for cleanup at no charge to the renter (when available); the final scheduled rental period will include these setup and cleanup periods.
- **Access to the facility will not be granted prior to the scheduled setup time, and cleanup must be completed by the end of the scheduled cleanup time. If cleanup is not completed by the end of the scheduled cleanup time, additional rental charges may apply.**
- Renter wishing to use personal equipment during the rental must obtain prior approval of NECC rental representative.
- No tape, tacks, or nails may be applied without prior permission of rental representative.

Food and Drink

- Food & drinks are confined to designated areas only. No food/drink in the pool or gymnasium areas.

Music

- Renter must keep music or noise at a reasonable level for participants within the facility; music or noise must not be audible from outside the facility if standing on a curb. NECC representative has the authority to monitor and limit music volume.

Smoking

- Smoking is not permitted in the facility or within 10 feet from any door or window.



RENTAL APPLICATION

Applicant Name: _____ Birth Date: _____
(Must be over 21 years of age)

Company or Organization (if applicable): _____

Is the organization a non-profit, 501(c)(3)? Yes No

Address: _____

City: _____ Zip: _____ Primary Phone: _____

Alternate Phone: _____ Email: _____

Name/Type of Event: _____

Description of Event: _____

Room/Space Needs: _____

Event Date: _____

Start Time: _____ End Time: _____

Please indicate when your Event will begin & end. NECC schedules an additional 15 minutes for setup and 15 minutes for cleanup at no additional rental charge.

Estimated Total Attendance: Adults: _____ Children: _____ Age Range of Children _____

Total Swimmers: Adults _____ Children _____ Age Range of Children _____

Number of tables: _____ Number of Chairs: _____

Do you plan to serve food and beverages? YES NO

Will event be open to the public? YES NO

A RESERVATION IS NOT FINAL UNTIL RENTER RECEIVES WRITTEN CONFIRMATION & RECEIPT OF SECURITY & CLEANING DEPOSIT AND RENTAL FEE. RENTER MUST COMPLETE AND SIGN APPLICATION PRIOR TO SUBMISSION

The applicant is solely responsible for any damage, loss, accident, or injury to persons or property resulting from the use of the Northeast Community Center (NECC) facility of equipment. Applicant shall be responsible for control and supervision of all people in attendance of applicant’s event/rental during the use of the facility. Any violation of the NECC rules and policies may result in: immediate termination of the event and expulsion from the facility; legal responsibility for damages in excess of the deposit; forfeiture of deposit; and the denial of further admittance to the facility.

Renter agrees that during the use of the NECC facility, renter will not exclude any invited individual from participation, deny anyone the benefits, or otherwise subject anyone to discrimination because of the person’s race, age, religion, color, sex, gender, national origin, ancestry, age, disability, medical condition, genetic information, veteran status, marital status, pregnancy, gender expression, gender identity, sexual orientation, or any other characteristic protected by Federal, State or local law, regulation, or ordinance.

I, the undersigned, have received, read, and understand the NECC Rules and Policies concerning the use of the facility, and agree to comply with them. I, or my representative, agree to be present during the entire period of use by the applicant / organization.

In consideration of the NECC permitting the use of its facilities, I, individually and on behalf of my organization, agree to hold harmless, and indemnify the NECC, its board of directors, staff, and volunteers from any and all actions, demands, and/or claims for damage or injury, including claims of negligence, which may arise from the use of the facility. I agree that the NECC, its staff, and/or board, may act in an emergency as best fits the situation if efforts to contact me fail.

Signature of Applicant

Date

For Office Use Only		
Reservation Verification: (Director of Programs)	_____	Notes:
	Date Initials	
FD Outlook Calendar: (Admin)	_____	Notes:
	Date Initials	
Google Calendar: (Front Desk Lead)	_____	Notes:
	Date Initials	
Daily Calendar: (Front Desk Lead)	_____	Notes:
	Date Initials	