

**LEA Community Family Center
RENTAL AGREEMENT**

**Website: www.leafamilycenter.com
919-706-5380**

Payments Received

_____	_____
_____	_____
_____	_____

Official Use Only

Renter Name: _____

Renter Address: _____

Email Address: _____

Contact Number: _____ Alt Number: _____

Proof of Identification: _____
Photo ID Required

Renter: _____ Renter: _____

Date(s) of Event: _____ Type of Event: _____

Check-in Date/Time: _____ Check-out Date/Time: _____ Set-Time: _____

Additional Set-up time: _____

THIS AGREEMENT is made by and between the above named person(s), hereinafter referred to as "renter(s)" and LEA Community Family Center, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Whereas, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is \$ _____ and other fees (if applicable) required have been added to this rental amount. LEA Community Family Center does not charge or require any gratuity charge or tip. The rental cost can be paid in one lump sum or in two (2) equal installments of \$ _____. However; the full cost must be paid at least fourteen (14) days prior to the event, which date is _____.

Whereas, in addition to the rental cost, if applicable, the renter(s) shall pay a refundable amount of \$150.00 for security/damage deposit in order to reserve any event date. Rentals are on a first come first serve basis. A non-secured date may be held for forty eight (48) hours after the initial request is made, however; the Rental Agreement and a security/damage deposit must be received within the forty eight (48) hours to guarantee the date. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the security/damage deposit and other requirements set out herein.

Whereas, LEA Community Family Center is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge LEA Community Family Center, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

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Whereas, renter(s) agree to indemnify, protect, and hold harmless LEA Community Family Center, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

Further, the age of all persons responsible for renting the LEA Community Family Center must be at least 25 years and older with no exceptions. This rule is strictly adhered to.

_____	_____
Renter(s) Acknowledgement	Date
_____	_____
Renter(s) Acknowledgement	Date
_____	_____
LEA Community Family Center Agent (Witness)	Date

The LEA Community Family Center Agent holds the power to act solely on behalf of LEA Funeral Home, its officers, agents, employees, personal representatives, successors and assign agents and should be recognized as such by the renter(s), their guests, visitors, or any other persons throughout the rental terms and times.

The LEA Community Family Center is the sole property of LEA Funeral Home and should be treated as such at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.

CONDITIONS

1. Purpose of Use:

The LEA Community Family Center may be used but is not limited to the following events. Events not listed below are subject to approval by the agents of the LEA Community Family Center.

Birthdays	Family Reunions	Repasts
Class Reunions	Meetings	Weddings
Conferences	Receptions	Workshops

2. Occupancy:

Due to COVID, the maximum occupancy for the LEA Community Family Center is not to exceed **80** persons. The total number of persons attending any event must be kept to or less than **80** persons in order to comply with LEA Community Family Center COVID restrictions.

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Any unauthorized use of these areas will result in forfeiture of a portion or all of the security/damage deposit.

3. Damages:

Damages are solely the responsibility of the renter(s). After the event takes place, the facility should be returned in the same condition as received, based on a pre- and post-event on-site inspection and approval of checklist. Renter(s) and LEA Community Family Center representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damage repairs will be the responsibility of the renter(s).

Renter(s) is responsible for:

- Any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them.
- The conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- The proper handling of all equipment and furnishings.
- Removal of trash to disposal bin.

The \$150.00 security/damage deposit is applied to the event fees provided there is no loss or damage of the property and premises by renter(s) and/or their guests. Renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons. By renting the facility, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses will result in you forfeiting any future use and/or rental of the facility.

4. Deposits/Payments:

The deposit, event fees and/or other fees may be paid in cash, personal check, money order, cashier's check and/or credit card. Payment made with a personal check must be paid at least fifteen (15) days prior to the date of the event. Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). All parties agree that the security/damage deposit cost will be deposited into any business account of LEA Community Family Center.

5. Cancellations:

If renter(s) cancel for any reason within fourteen (14) days prior to the event date, all parties agree that a \$150.00 processing fee will be charged for cancelled reservations. If renter(s) cancel for any reason on or between fifteen (15) days to thirty (30) days prior to the event date, all parties agree that a \$75.00 processing fee will be charged for cancelled reservations. Any remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to renter.

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Exceptions may be granted to return the security/deposit fees in full to the renter(s) for extenuating circumstances. Such request must be submitted in writing to the LEA Community Family Center. Exceptions will be determined on an individual basis, granted and/or denied by the LEA Community Family Center agent at the time the request is made.

Renter(s) will be notified in writing within fifteen (15) days of the request. If the request for full refund is granted, a check will be attached to the letter, however; if the request is denied, the letter will state reasons for the denial. If LEA Community Family Center, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to renter(s) within five (5) days of cancellation by LEA Funeral Home, and LEA Community Family Center is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

6. Check-in and checkout Time:

Check-in and checkout times are strictly enforced in order to prepare LEA Community Family Center for other scheduled events.

7. Set-Up Time:

The renter(s) will be allowed two (2) hours of set-up time prior to the event. If additional set-up time is requested, a fee of \$25 will be assessed for the first hour and \$150 for any hours thereafter. If your event is on Saturday and you request Friday set-up in addition to the two (2) hours you are provided, there will be an assessment of \$25 the first hour and \$150 for any hours thereafter. If an event is already scheduled on Friday evening, the center will not be available at all!

8. Use of Property:

Upon arrival, the responsible party for the rental must check-in with the office staff prior to setup to review responsibilities and policies. The responsible party will be held accountable for the action of all the rental participants.

If your event requires a different arrangement from the original set-up of the center, the renter(s) will be responsible for taking down any tables and/or chairs before and at the end of the event. The center **MUST BE** returned back to its original set-up. All items brought in by renter(s) must be removed by renter(s) prior to check-out time.

No property belonging to LEA Community Family Center shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$150.00 deposit at the discretion of LEA Community Family Center. LEA Community Family Center, its offices, affiliates, agents, servants, employees, its personal representatives, successors, assigns, officers or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

All youth/teenage activities must be supervised by adults at all times. A ratio of one adult per 10 youth/teens is required. The sponsoring adult must be present at all times.

Sorry, no pets are allowed on the property of LEA Community Family Center.

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9. Noise Ordinance:

Your activities should be kept to a minimum level as to not disturb others on this complex and the surrounding community.

10. Cleaning/Clean-up:

The LEA Community Family Center and associated facilities will be delivered professionally cleaned to the renter(s). The renter(s) is expected to return them in the same condition as received. Professional Cleaning services will be provided by LEA Community Family Center at the end of each event. No cleaning services are provided during the event.

The following general cleaning is required at the conclusion of the rental:

- a) Pick-up all trash both inside and outside of the building.
- b) Bag all trash and leave it by the back door (on the inside of the building).
- c) Put clean trash liners (bags) in trashcans.
- d) Wipe down all tables and countertops.
- e) Remove all decorations, balloons, and other party materials.
- f) Remove all food and other items from the kitchen and refrigerator that were brought by your group.

11. Smoking:

No smoking is allowed anywhere on the property of LEA Community Family Center (including buildings, grounds, and parking lot). LEA Community Family Center is a smoke-free facility. This rule must be strictly adhered to.

12. Alcoholic Beverages:

Alcoholic beverages are prohibited from anywhere on the property of LEA Community Family Center (Including buildings, grounds and parking lot). This facility is a **non-alcoholic** facility.

13. Weapons Firearms:

Weapons and/or firearms are prohibited from anywhere on the property of LEA Community Family Center (including buildings, grounds, and parking lot). This rule will be strictly adhered to unless armed security has been approved by the staff for a particular event.

14. Catering:

The renter(s) is responsible for making his/her own arrangements with the catering provider. LEA Community Family Center must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

15. Decorations:

The LEA Community Family Center comes furnished with white commercial plastic tablecloths and standard centerpieces. No custom centerpieces are provided.

White linen tablecloths are available upon request; however, there is a \$15 assessment fee per table.

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The following rules are applied and must be followed by all renter(s):

- 1) No staples, thumb tacks or nails in furniture or on the walls
- 2) No repainting of walls
- 3) Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.

16. Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

17. Hours of Operation:

The hours of operation are: 8 am to 10 pm – Monday thru Sunday. Hours outside of these will need prior approval.

18. Wireless Internet Services:

Wireless Internet services are available upon request at no extra charge to the renter(s).

19. Sound and Audio Visual- Equipment Rental:

Video equipment and services may be provided at an additional charge. Charge will be assessed at the time the request is made.

A V and Sound Technician - \$25.00 per hour

The following equipment is included in the rental cost.

- One - Podium
- Two - Wireless hand held microphones
- One - Overhead Projector (when available)

Our technician is required when our equipment is being used to ensure proper usage and protection of equipment.

Breakdown of renter fee for the LEA Community Family Center

Fellowship Hall & Kitchen	Per Hour	\$150.00
Fellowship Hall & Kitchen	Half Day	\$600.00
Fellowship Hall & Kitchen	Full Day	\$1200.00

*A Half Day is equal to four (4) hours.

*A Full Day is equal to eight (8) hours.

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LEA Community Family Center may not be used for any unlawful purposes. Renter(s) are prohibited from charging admission, conducting raffles or auctions and/or sell of any articles.

LEA Community Family Center reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

LEA Community Family Center cannot be sub-leased by renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties hereto.

By signing this agreement, renter(s) acknowledge the amount of the fees to be paid to **LEA Community Family Center** and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties, this ____ day of _____, _____

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the **LEA Community Family Center** in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the **LEA Community Family Center**.

RENTERS: _____ Date: _____

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the **LEA Community Family Center** so as to permit the Applicant the right to use the Premises at the time or times specified therein.

LEA Community Family Center Agent

Date

LEA Community Family Center owners and agents wish for our guests to have a beautiful, fun, and memorable event, but request that the **LEA Community Family Center** buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests.