

EAST CAMPUS YOUTH AND FAMILY CENTER
RENTAL FORM

To use the East Campus Youth and Family Center please complete the following form and return it to the East Campus scheduler or Word of Life church office with the rental fee and deposit. Please allow a minimum of two weeks for the consideration of the request.

Group/Person: _____ Date desired: _____

Contact Person: _____ Daytime Phone: _____

Cell Phone: _____ Email: _____

Address: _____ City: _____ Zip: _____

Usage (check all that apply):

Gym _____ Bleachers _____ Stage/game room _____
Class Rooms _____ Café _____ Kitchen _____ Sound & Video Use _____

Purpose: _____

Approx. number in group: _____ Approx. age: _____ Approx. number of chaperones: _____

Arrival (set up) Time: _____ AM/PM Departure Time: _____ AM/PM

Event Time (start to finish): _____

Equipment Needed (Chairs, Tables, etc.) and Amount: _____

Rental Fee for the use of the gymnasium is \$45 per hour; classroom & café areas are \$30 per hour. Use of East Campus sound and video equipment must be done by our technician @ \$35 per hour with a minimum of 2 hours.

We the undersigned:

1. Have read and agree to East Campus Youth and Family Center usage policy.
2. Agree to clean the facilities and ground which are used by us before leaving, and further that we will be held responsible for any damage to building, property or equipment inflicted by members of our group. If damages occur while using the facilities, agree to pay to have these items fixed or replaced. If the area is not cleaned the deposit will be forfeited. See checklist.
3. Agree that adequate supervision will be provided by the group reserving, i.e. at least 1 adult supervisor for every 10 children 17 years old and under.
4. Only shoes that will not damage the gym floor may be worn on the gym floor—no high heels, black soled or street shoes.

5. Agree that no alcoholic beverages will be served, consumed, exchanged, or permitted on the East Campus Youth and Family Center property.
6. Agree that smoking is not allowed in the building.
7. Understand that East Campus Youth and Family Center is not liable for any accidents or injuries. Groups are expected to carry insurance for their own specific event.
8. Understand that East Campus Youth and Family Center is not responsible for lost, stolen, damages, or destroyed items.
9. Agree to hold blameless East Campus Youth and Family Center, Word of Life Baptist Church, its employees and staff for any damages or injuries incurred as a result of this event.
10. Understand that the East Campus Youth and Family Center reserves the right to refuse usage of the facility for any reason.
11. Understand that East Campus Youth and Family Center gives priority for rental time to East Campus leasers and members of Word of Life over all other renters.

Signed: (Adult in charge that will be present throughout the event.)

_____ Date: _____

RENTAL/USE OF EAST CAMPUS FACILITIES POLICIES

A. General Policies

- a. No alcohol is to be served, consumed or exchanged on East Campus property
- b. Smoking is not permitted in the building.
- c. We do not assume liability or responsibility for accidents or injuries.
- d. The borrower takes responsibility for all items provided by the East Campus Teen and Family Center. The borrower assumes responsibility for damaged or broken items. Items damaged or broken must be repaired or replaced by the borrower.
- e. All events must provide adequate supervision of children, i.e. at least 1 adult supervisor for every 10 children 17 years old and under.
- f. Only shoes that will not damage the gym floor may be worn on the gym floor – no high heels, black soled or street shoes.
- g. East Campus Youth and Family Center reserves the right to refuse usage of the facility for any reason.
- h. East Campus Youth and Family Center gives priority of rental time to East Campus leasers and members/regular attenders of Word of Life over all other renters.

B. Decoration

- a. Do not remove materials from bulletin boards/walls, just cover with white paper and then decorate.
- b. Any items moved (i.e. tables, chairs, etc.) must be replaced after the event.
- c. No decorations are allowed depicting alcohol, tobacco, drugs, pornographic, or other inappropriate materials.
- d. No decorations are allowed that will damage the wall surface. If damage is found the deposit will be forfeited.

C. Cleaning

- a. Any renter must remove all supplies and food brought for the function.
- b. People renting the gym for sports team practices are required to dry mop the gym floor after practices and check the bathrooms for cleanliness.
- c. All other renters need to follow the attached checklist.

EAST CAMPUS
CLEANING CHECK LIST

- All trash is picked up and placed in dumpster.
- All decorations are removed.
- Gym floor is dry mopped.
- Bleachers are free from trash and swept (if used).
- All items are removed from stage and swept (if used).
- Meeting room is free from trash and vacuumed (if used).
- Bathrooms are swept, water is turned off, trash is emptied.

Rental/Use of East Campus Facilities Policies

1. Check to see that all outside and inside entry doors are fully closed after entering and exiting the building (this is very important during the heating season).
2. Balls and other sports equipment should **not** be used in the hallways.
3. Before leaving the building, the batting cage should be returned to the compressed position and tied together so it isn't hanging into the basketball court.
4. All sports equipment belonging to your group should be picked up and any softball or baseball equipment returned to the designated storage room or placed in front of the compressed batting cage.
5. Sports equipment belonging to East Campus should be returned to the shelves or containers in the storage room outside the gym.
6. The gym balcony area is off limits to everyone. Anyone who enters the balcony or allows their group to go there does so at their own risk and assumes all liability for themselves and their group members.
7. Before you leave the building check to see that all equipment is stored properly, toilets are flushed, lights are turned off, all doors in entry areas are fully closed and outside doors are locked.
8. Report all damage done to equipment or facility to Tim Pollard (464-5916).