



Answers to Common Questions about renting.

General

1. **Law:** User agrees that the property and facilities of TASK shall be used for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of TASK.
2. **City of Fenton:** User agrees to abide by all fire, safety, traffic, parking and public safety requirements of TASK and the City of Fenton.
3. **Availability:** We rent soccer fields, softball fields, gymnasium and pavilion- see last page for fees
4. **Alcohol:** Alcohol is permitted only with approval of TASK and certificate of liquor liability and general liability insurance from renter. Must be 21 years or over to consume alcohol. **Attendees MAY NOT bring in their own alcohol to the event. All alcohol must be served by the Renter** so that alcohol can be monitored. Alcohol may not be consumed outside of the TASK facility
5. **Table and Chairs:** Renter is responsible for all set up and clean-up of tables, chairs, trash and anything that is used. See page 5 for specifics.
6. **Firearms:** Possession of any firearm, concealed or not, or other lethal weapon is prohibited in/on any TASK premises.
7. **Deposit:** A \$250 deposit must be received in order to hold the date of the rental (in the case of the gymnasium rental for an event). All other rental fees and balances must be paid by the night of the event/rental.
8. **Decorations:** Renter agrees that decorations shall **NOT** be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by use of nails, scotch tape, staples, etc. All decorations must be approved by TASK.
9. **Smoking:** Smoking is not permitted in facilities.
10. **Occupancy:** The maximum number of people that can occupy the hall is 600.

MAKE SURE TO READ THE REMAINDER OF THIS DOCUMENT FOR SPECIFICS AND MORE INFO



Rental Application

Renter Information (Must be 21 or older)

Name of Person Renting _____ Group/Business Name _____

Street Address _____ City _____ State _____ Zip _____

Email Address _____ How did you hear of us? _____

Evening Phone _____ Have you rented from TASK before? _____ When? _____

Cell Phone _____ Type of Event ? _____

Event details

Day _____ Date(s) _____ Type of Event _____

Attendance _____ Hours Requested (includes set up, clean up etc.) _____ AM to _____ AM
 PM PM

Number of tables needed _____ Number of chairs needed _____

Describe any other services/items you will be using: (i.e. DJ, band etc.) _____

Contact person day of event _____ Phone: _____

Food beverage

Will you be serving refreshments?

- Alcohol
 Non-alcohol

Will you be serving food?

- Brought in No Yes Describe: _____
- Catered No Yes By whom? _____
- Does food need to be prepared at TASK?



Rental areas (see fees list below)

- Gym rental for an event- \$800 + \$400 security deposit
- Gym rental for basketball courts- \$30/ hour
- Soccer field rental no lights- \$30/ hour
- Soccer field rental lights- \$35/ hour
- Tee ball field Turf- \$25/ hour
- Tee ball field grass- \$25/ hour
- Pavilion- \$25/hour +\$150 security deposit

Equipment Needed

General

- PA System

Bar

- Ice machine
- Serving window; How many? 1 2

Kitchen Facilities

- Stove
- Oven
- Microwaves

Security Deposit Fees: (for gymnasium events only; not field or court rental)

Breakdown of \$400 security deposit is as follows for rental of gymnasium for an event (this is not the deposit to secure facility):

- \$150- overall cleanliness of kitchen, bathroom, gym, grounds, removal of trash from area and put into dumpster
- \$50- tables/chairs put away
- \$200- to cover damages/ destruction of property

Please Note- See next page for full requirements

- Renters are responsible to clean location and return it to the condition it was in when rented.
- Alcohol is permitted only with approval from TASK and certificate of liquor liability and general liability insurance from renter.
- For rental of the gymnasium for an event a \$400 security deposit will be charged. If the facility is cleaned and returned to the original condition and no damage has occurred, the renter will receive the \$400 deposit back (see breakdown of deposit above)



General Conditions for Facility use at TASK

General

11. **Law:** User agrees that the property and facilities of TASK shall be used for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of TASK.
12. **City of Fenton:** User agrees to abide by all fire, safety, traffic, parking and public safety requirements of TASK and the City of Fenton.
13. **Alcohol:** Alcohol is permitted only with approval of TASK and certificate of liquor liability and general liability insurance from renter. Must be 21 years or over to consume alcohol. Attendees MAY NOT bring in their own alcohol to the event. All alcohol must be served by the Renter so that alcohol can be monitored.
14. **Table and Chairs:** Renter is responsible for all set up and clean-up of tables, chairs, trash and anything that is used. See page &&& for specifics.
15. **Firearms:** Possession of any firearm, concealed or not, or other lethal weapon is prohibited in/on any TASK premises.
16. **Deposit:** A \$250 deposit must be received in order to hold the date of the rental (in the case of the gymnasium rental for an event). All other rental fees and balances must be paid by the night of the event/rental.
17. **Decorations:** Renter agrees that decorations shall NOT be attached to the walls, ceilings, existing wall decorations, woodwork, ceiling fixtures, window treatments, by use of nails, scotch tape, staples, etc. All decorations must be approved by TASK.
18. **Smoking:** Smoking is not permitted in facilities.
19. **Occupancy:** The maximum number of people that can occupy the hall is 600.

Liability/Responsibility

1. The renter hereby fully and forever releases and discharges and hereby agrees to indemnify and hold harmless TASK and its trustees, officers, employees, agents, representatives, volunteers and assigns (collective referred as to "TASK Parties") from any and all present and future claims, demands, damages, rights of action or causes of action arising out of, resulting from or connected in any with the use of the TASK facility under this agreement, whether known or unknown, anticipated or unanticipated, including, but not limited to, any claims arising out of or resulting from any of TASK Parties' negligence or fault provided that this release and discharge shall in no way affect any claims which User cannot legally waive, such as grossly negligence acts, intentional acts occurring in the future and acts done with malfeasance.
2. User agrees to be responsible for any damages to TASK facilities and/or property or injury to other persons caused by persons using TASK facilities under this Agreement. For rental of the gymnasium for an event a \$400 security deposit will be charged. If the facility is cleaned and returned to the condition it started and no damaged has occurred, the renter will receive the \$400 deposit back
3. A designated representative of the User must be available to TASK personnel at all times during the use of the facility.
4. TASK is not responsible for any injury to persons or damage or loss to the property of user, its employees, agents, guests, invitees or others using the Facility or other TASK property.
5. User agrees that TASK will not assume responsibility for damage to or loss of any articles and merchandise brought into the facilities.
6. No later than one month prior to the scheduled use, User agrees to provide TASK proof of comprehensive general liability insurance for not less than \$2,000,000 per occurrence which names TASK as an additionally insured by endorsement of the renter's liability insurance using ISO form CG 2026 or its equivalent. TASK reserves the right to cancel the Agreement if such insurance is not provided by the established deadline or maintained through the scheduled use.
7. TASK must be notified not less than 30 days prior to any cancellation or modification of insurance which does not meet the minimum coverage requirements of this section. In other cases, the Executive Director must receive a complete list of appropriate user waivers. Waivers will be provided. It is solely up to the discretion of the Executive Director as to the implementation of Certificate of Insurance or User Waiver.
8. This Agreement may be modified only by the written signed agreement of the User and TASK.
9. Rental must sign and agree to the TASK Hold Harmless Agreement.



General Conditions for Facility use at TASK Continued

Cancellations:

1. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by TASK.
2. TASK reserves the right to cancel this reservation if it conflicts in any way with the general policy of TASK regarding TASK Programs and special events. TASK also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided when the change is necessary.
3. Field cancellations will only be allowed in the event of inclement weather during your rental time or if TASK determines the fields are unplayable.
4. If a practice has to be cancelled a refund will be provided or you may re-schedule your practice within the current baseball/soccer season. Credits will not be carried from one season to another.
5. A 48 hour cancellation notice is required for rental. If an event is cancelled less than 48 hours prior to the event, the deposit will not be returned.

Clean up

1. *Main Room.* Table trash, floor trash, cups, plates, plastic ware, food, decorations, etc. will be gathered and placed in proper receptacles. All cups will be emptied into the sinks before being placed in the trash receptacles.
2. *Tables and Chairs.* Please return tables and chairs to racks.
3. *Restrooms.* Trash will be picked up from the bathroom floors.
4. *Outdoors.* Trash will be picked up outside the building. Cigarette butts, cups, miscellaneous items left outside shall be disposed of in proper receptacles (not in planters or flower beds).
5. *Kitchen/Bar Area.* The kitchen is to be left as it is found.
6. *Trash.* All trash must be disposed of properly and put into the dumpster at the back of property.

Alcohol

1. Renter will be responsible for furnishing their own alcoholic beverages (if you choose to serve alcohol). TASK is in no way liable for the serving and consumption of alcohol. Renter must provide a certificate of insurance for event that also names TASK an additional insured 30 days prior to the event.
2. Renter agrees and warrants that there shall be NO CONSUMPTION OF ALCOHOL BY PERSONS UNDER AGE 21. Further, Renter shall monitor all service, if any, of alcohol and specifically acknowledges that Renter is solely liable for the consumption of any alcohol by any person on the Premises and that such liability shall extend to any aspect regarding the consumption of alcohol.
3. TASK may ask guests for identification to verify age. TASK reserves the right to ask the entire party to leave if (1) a minor is consuming alcohol; (2) an adult is providing alcohol to a minor; or (3) a guest or guests appears intoxicated and refuses to leave the premises.
4. No alcohol is permitted anywhere outside of the main building. This includes outside the front door, the parking lots, and rear of building. Approval must be given if alcohol is to be served for a pavilion rental
5. Only persons holding the appropriate liquor licenses and permits and pre-approved by TASK will be authorized to dispense alcohol, and only from the bar area.

Signature of Renter: _____ Printed Name: _____ Date: _____



Rental Agreement

<p>Breakdown of Fees for Event Rental of Gymnasium</p> <p><input type="checkbox"/> \$250 Deposit (due upon signing agreement)</p> <p><input type="checkbox"/> \$550 Rental balance (due by night of event)</p> <p><input type="checkbox"/> \$400 Security Deposit (refundable at discretion of TASK)</p> <p>Total Balance Due: \$ _____ on _____/_____/2017</p>	<p>Breakdown of Fees for Pavilion Rental</p> <p><input type="checkbox"/> \$ _____ Deposit (50% of total) (due upon signing agreement)</p> <p><input type="checkbox"/> \$ _____ Rental balance (\$15 x hour) (due by night of event)</p> <p><input type="checkbox"/> \$150 Security Deposit (refundable at discretion of TASK)</p> <p>Total Balance Due: \$ _____ on _____/_____/2017</p>	<p>Breakdown of Fees for Field and Courts</p> <p><input type="checkbox"/> Basketball court- \$30/ hour X _____ hours</p> <p><input type="checkbox"/> Soccer field rental- \$30/ hour X _____ hours</p> <p><input type="checkbox"/> Soccer field rental (lights)- \$35/ hour X _____ hours</p> <p><input type="checkbox"/> Tee ball field Turf- \$25/ hour X _____ hours</p> <p><input type="checkbox"/> Tee ball field grass- \$25/ hour X _____ hours</p> <p>Total Balance Due: \$ _____ on _____/_____/2017</p>
---	--	--

Usage and Hold Harmless Agreement

The renter hereby fully and forever releases and discharges and hereby agrees to indemnify and hold harmless TASK and its trustees, officers, employees, agents, representatives, volunteers and assigns (collective referred as to "TASK Parties") from any and all present and future claims, demands, damages, rights of action or causes of action arising out of, resulting from or connected in any with the use of the TASK facility under this agreement, whether known or unknown, anticipated or unanticipated, including, but not limited to, any claims arising out of or resulting from any of TASK Parties' negligence or fault.

I/We represent that our Organization has general liability insurance with coverage limits of \$ _____ in effect as of the date of the Activity. I/We agree to name TASK as an additionally insured by endorsement of our liability insurance using ISO form CG 2026 or its equivalent and shall provide proof of such additional insurance coverage to TASK prior to the date of the Activity.

I/We agree to pay the agreed upon fees for rental of the TASK property with full payment made to TASK no later than the date of the event.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Usage and Hold Harmless Agreement this

Day Month Year

Organization Name (if Applicable) Signature Printed Name Title