

Individual(s) Renting Facility: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

Date Desired: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

***There is No Smoking Allowed!***

It is agreed in consideration of a payment per day the above renter is entitled to use the Bill's Creek Community Center. The rental fee includes the use of the tables and chairs located at the Community Center and related equipment. The renter is not authorized to use any food and drink stored at the Community Center. **The renter can arrange the tables and chairs as it best fits their event, however they agree to replace any items moved, back to their original location prior to renting. If decorating, we ask all decorations and what is holding the decorations be removed at the end of the event.**

I understand that my use of the Bill's Creek Community Center is voluntary and that I am using it for my benefit only. I agree I shall not assign, transfer, or sublet the Bill's Creek Community Center to any other party. I agree that my use of the Community Center facility is undertaken at my own risk and that the Bill's Creek Community Center and its officers will not be held liable for any claims, injuries, damages of whatever nature incurred by me or members of my gathering. I expressly forever release and discharge the Bill's Creek Community Center and its Officers, from any such claims, injuries or damages. I also agree to defend, indemnify and hold harmless the Bill's Creek Community Center and its Officers from any claims, injuries or damages of whatever nature arising out of or connected with my use of the Bill's Creek Community Center, and I understand that my obligation to defend and indemnify the Community Center and its Officers exists regardless of whatever I have insurance that would cover such claims. I also agree to reimburse the Bill's Creek Community Center for any damage, breakage, maintenance, theft of equipment or property beyond the damage deposit, if so warranted. The Bill's Creek Community Center and its Officers encourage renter to purchase a "One Day Event" insurance policy. Policies can be found online or through local insurance Agents. " I also agree to abide by all the listed rules and regulations. of the Bill's Creek Community Center.

**RULES & REGULATIONS**

**BEFORE YOU LEAVE, THE COMMUNITY CENTER IS TO BE LEFT THE WAY YOU FOUND IT:**

- Tables are to be put back where they were
- Wipe off all tables and chairs to remove any spills
- Floors swept (mopped if necessary)
- Kitchen must be clean (wash dishes, put dishes away)
- Check bathrooms (lights off, flush toilets)
- All garbage must be removed from the Community Center at the end of the event.
- Be sure ovens and burners are off
- Leave thermostats as they were
- Close all windows if opened
- Remove all tape, nails and staples from the walls, ceiling and tables
- Turn off all lights
- Lock doors

\_\_\_\_\_  
Renter Signature