



## Rental/User Agreement

Today's Date: \_\_\_\_\_

Renter/User's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Renter/User's Mailing Address: \_\_\_\_\_

Request Recorded By (Staff name): \_\_\_\_\_ Date: \_\_\_\_\_

### RULES AND REGULATIONS:

**Failure to comply with the rules and regulations of the Pearson Community Center could result in penalties to the renter/user such as the event getting shut down by security or monetary losses taken from the deposit fees. Please read very carefully all our rules and regulation bellow and initial each of the following showing you understand each item and agree to comply:**

1. \_\_\_\_\_ I (renter/user) am 21years of age or older.
2. \_\_\_\_\_ I, as the renter/user, acknowledge and understand that I must be present throughout event.
3. \_\_\_\_\_ Reservations are made on a first-come, first-served basis. Deposit fee is required to secure a reservation (Does not apply to Clark County or CCSD official business meetings).
4. \_\_\_\_\_ Rentals checks should be made payable to Dr. William U. Pearson Community Center.
5. \_\_\_\_\_ Renter/user is responsible for bringing all supplies needed. The Center will not be able to provide office supplies such as paper, pencils, pens, staples, scotch tape or other. The Center's staff is not able to make copies for users/renters or to provide access to the telephone unless there is a safety emergency.
6. \_\_\_\_\_ The Pearson Community Center staff is not to be used for any part of the event.
7. \_\_\_\_\_ Renter/user is responsible for supervising and maintaining order during their own event.

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8. \_\_\_\_\_ All guests, including teenagers and children, are to remain in the event room for the entire duration of the event except when using the restroom, and are not to roam around the center or disrupt any of the other activities being conducted on premises.
9. \_\_\_\_\_ Back doors are to be used “ONLY” in case of an *safety emergency*, you should get approval and assistance from a staff member, to utilize these doors for loading and unloading.
10. \_\_\_\_\_ Smoking is not allowed inside the Community Center facility.
11. \_\_\_\_\_ No alcoholic beverages are allowed inside the Community Center facility. This is a Zero-tolerance policy and will be enforced to the point of shutting event down if not in compliance.
12. \_\_\_\_\_ At no time will drug usage be tolerated during event. This is a zero-tolerance policy and will be enforced to the point of shutting event down if not in compliance.
13. \_\_\_\_\_ Tables and chairs are made available by the Community Center. All renters/users are responsible for making their own arrangements to setup, take down, and putting tables & chairs where they were found. Fees will be incurred if tables & chairs are not taken down or put away as they were originally found.
14. \_\_\_\_\_ All renters/users are responsible for Cleaning the rooms they rented/ within the time frame reserved. The center will provide cleaning supplies such as a broom, mop and bucket. Cleaning includes:
1. Rental/used rooms are to be swept & wet-mopped (if there are any spills) only with water, no cleaning chemicals of any kind are to be used.
  2. The kitchen (if rented/used) is to be cleaned and left in the same condition it was found including ovens, counter tops and floors.
  3. All decorations brought in for event by renter/user are to be removed.
  4. No nails or thumbtacks or anything that can create holes on the walls are allowed. Painter’s tape is recommended at renter/user’s expense.
  5. The restrooms are to be left in acceptable cleaned conditions as found.
  6. Trash generated by event is to be picked up inside & outside the Community Center; if not, renter/user might incur additional fees and would be billed.

**NOTE:** Community Center Staff is not responsible for cleaning after any events \_\_\_\_\_.

15. \_\_\_\_\_ The Renter/user is fully responsible and assumes all liability for any and all damages to the Pearson Community Center building and property while in use and will be billed for any damages to the building and/or the property.
16. \_\_\_\_\_ The Dr. William U. Pearson Community Center is not responsible for items which are:
- 1) Lost, stolen or left in the Community Center or
  - 2) Lost, stolen or left in the parking Lot, or
  - 3) Lost, stolen, or left in privately owned vehicles, or;
  - 4) Lost, stolen or left on Community Center property or its surroundings, before, during or after your event.

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- 17. \_\_\_\_\_ Failure to comply with the above Rules & Regulations will result in the loss of rental privileges.
- 18. \_\_\_\_\_ The Renter acknowledges having received & read a copy of the Dr. William U. Pearson Community Center Rental Policies & Procedures.
- 19. \_\_\_\_\_ Renter/user has to budget time within scheduled time for set up and take down within the rental time.

**I further certify by my signature that I have read and understand the aforementioned Rules & Regulations and I will comply with the same.**

\_\_\_\_\_  
Renter/User's Name (Print)

\_\_\_\_\_  
Renter/user's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff's Name (Print)

\_\_\_\_\_  
Staff's Signature

\_\_\_\_\_  
Date

Deposit rendered: \_\_\_\_\_ (Check:  Company Check  Money order  Cashier check)

Date Balance Paid: \_\_\_\_\_ (Check:  Company Check  Money Order  Cashier check)

**\*Pearson Community Center receives no CASH transactions for events. All monetary exchanges MUST be in a cashier check, money order or company checks! No exceptions!**