

N-CORE Facility Use Agreement

Not For Profit/Community Organization

Usage Fee: \$35 per space, usage times are to be between **8 am and 10 pm**, *including prep and clean up time*. We must be respectful of our neighbors. Access for the full day of usage.

This fee is for the use of a facility space and leaving it clean, no deposit required.

If you want to pay for cleaning, it is \$50, this is assuming it is not left in great disarray. In which case your facility usage request could be refused in the future.

Monthly facility usage for a 12-month period fee: \$25 per month, paid in advance.

All Other Users:

Rental: \$50 per space, usage times are to be between **8 am and 10 pm**, *including prep and clean up time*. We must be respectful of our neighbors. Access for the full day of usage.

Refundable Deposit: \$50, received by: _____

Refundable Cleaning Fee: \$50, received by: _____

All reservations will be made with a paid deposit/cleaning fee on a first come, first served basis. Deposits may be in the form of cash, check, or credit card. Checks will be **deposited immediately**, and any refund of the deposit will be made within 10 days after the event if no damage has occurred and the rules have been followed.

_____ (Person or Organization) desires to reserve the N-CORE facility on _____ (Date).

Please check desired space(s) below:

Meeting Rooms Area: This includes 2 meeting rooms and the front bathroom: _____

Living and Kitchen Area: This includes the living room, library, kitchen, sunroom, backyard, and the back bathroom: _____

There will be a sign in sheet in the foyer. Please have everyone sign in and say which group they are with. We need these records to show usage. This will be very helpful when we are applying for grants and assistance to improve the facilities. This will also be signing a **Liability Release Agreement**.

The whole N-CORE facility can be rented:

Cost: \$250, this includes all the spaces named on the first page. (Not the workshop) Applies to full day of usage. Please let N-CORE know if additional time is needed.

Deposit: \$250

Cleaning Fee: \$150, assuming that facility is not left in great disarray. Deposit will be retained in that case.

Whole Facility: _____

The facility has a smart lock, and a code will be issued for your usage time.

Name: _____

Signature: _____

Address: _____

(This name and address will be used to send the refund to or the reason why there is no refund.)

Phone: _____

Meeting purpose: _____

Date and time to be used: _____

Date Signed: _____

Total to be collected and description: _____

1. Basic Requirements

- a. Attendance is limited to the posted numbers in each space.
- b. All the guest are the responsibility of the signed user/renter and should remain inside the building, parking lot, or outdoor space except when arriving or leaving the event.
- c. The only decorations allowed are table decorations, and free-standing decorations. The use of nails, tacks, staples, or tape on the doors, walls, floors, and ceilings is prohibited.
- d. Do not remove or tamper with existing art, photographs, or wall hangings installed on the walls.
- e. No confetti, glitter, or rice (as thrown at weddings) is allowed inside or outside the N-CORE facility. Throwing bird seed and/or blowing bubbles are allowed outside the N-CORE facility, but not inside the facility.
- f. Alcohol beverages are allowed only with a sit-down meal, wedding receptions, or other activity where food is served. Alcohol shall not be served to minors or otherwise in violation of Alcoholic Beverage Commission rules.
- g. No liquor or alcoholic beverage is permitted other than beer (no kegs), wine, and/or champagne (additional deposit required). Consumption of alcohol is prohibited in the parking lot.
- h. Absolutely NO SMOKING or CHEWING TOBACCO is permitted in the N-CORE Facility Building.
- i. Smoking is allowed only in the designated area outside of the building.
- j. Proper receptacles must be used for all tobacco products.
- k. No unreasonable loud noises will be tolerated -this facility is within a residential neighborhood.
- l. Do not open windows. Windows are to be left in locked position.
- m. Users/renters are required to provide supervision for children.

2. Clean-Up

No cleaning supplies/vacuum cleaner are provided. N-CORE will only supply toilet tissue for the restrooms and trash bags for the containers. (No linens or other paper products will be supplied).

- a. Clean floors completely.
- b. Clean and wash tables thoroughly before stacking in storeroom.
- c. Clean bathrooms (toilets, vanities, and mirrors)
- d. Bag and remove all trash to outside dumpster (this includes kitchen as well as restrooms and other spaces where trash receptacles might be
- e. Remove decorations, and personal belongings at the end of the event
- f. Follow, if any, furniture placement request, posted in each space
- g. Turn off all lights; close and lock doors, and windows
- h. Pick up all trash in parking area and dispose of in outside dumpster
- i. Pick up all remnants associated with the designated smoking area and dispose in appropriate receptacle, careful of any fire hazard
- j. Damage, vandalism, and/or unauthorized use of equipment in locked areas of the property will be assessed at cost and the funds will be retained from the deposit.

- k. If damages exceed deposit amount, user/renter will pay any excess within five days after receipt of written demand for payment.
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- 3. Lost and found items/abandoned equipment
 - a. N-CORE will not be responsible for any lost or stolen items
 - b. N-CORE will not be responsible for property left on the premises
 - c. All property of the user shall be removed at the close of their event
 - 4. Right to Cancel
 - a. N-CORE has the right to cancel any reservations for the use of the facility due to local, state, or federal emergency needs
 - b. N-CORE reserves the right to refuse service to anyone or any group
 - c. User/renter may not use the facility for any other than stated purpose
 - 5. Liability
 - a. User/Renter of the N-CORE facility assume the liability for the cost of repairing damage to the property and/or equipment whether that damage was caused by a registered, invited guest or not, whether damage was incurred by an adult or child.
 - b. User/Renter is responsible for any persons, including children, whether they are a registered, invited guest or not and releases N-CORE of any liability in case of injury.

N-CORE policy for events where alcohol is served

1. Any event during which alcohol is provided or brought onto the premises will require:
 - a. For attendance of 50 or less persons, a call to the local law enforcement informing them of the event and its time and location
 - b. For attendance of 51-100 will require a security officer at the event
 - c. For attendance of 101-200 will require an additional security officer at the event

The officers will be hired and paid for by the host of the event, and evidence of the security contract shall be provided to N-CORE at least three days prior to the event. If there is no compliance, then the N-CORE facility cannot be used. If evidence of security was obtained and failed to show, the event will be held at the discretion of N-CORE.

2. Any minor caught with alcohol or having consumed alcohol will result in law enforcement being called and a possible charge, and the individual must leave.
3. Any person not invited to a private party or causing any incident requiring additional intervention will be asked to leave if instructed by the host and law enforcement will be called if they do not comply.
4. Any person who is evidently intoxicated or who is involved in causing or participating in a fight or other aggressive behavior may be asked to leave or law enforcement may be called to deal with the situation.
5. Any situation involving fighting or other aggressive behavior that require the response of law enforcement, or if no security is present at an event requiring such and N-CORE verifies that, then the renter will automatically forfeit their deposit and be suspended from renting the N-CORE facility at the discretion of N-CORE.

User/Renter's Signature

Proof Received by and date:
