

El Dorado Senior Center Rental Agreement

210 East 2nd Ave. | 316-321-0142 | ktraina@eldoks.com

LESSEE INFORMATION

Lessee Name: _____

Organization (if applicable): _____

Address: _____

Phone Number: _____

Email: _____

FACILITY FEES	AMOUNT/DETAILS
Facility Rental Total	\$
Additional Amenities Fee	\$
Kitchen Deposit (if applicable)	\$
TOTAL TO BE COLLECTED ON _____ (date)	\$

RENTAL INFORMATION

Rental Date: _____ Event Time: _____

Rental Purpose: _____

Room Requested (North or South): _____

RENTAL POLICIES & PROCEDURES

1. Reservations

- Made on a first-come, first-serve basis. **Reservations are confirmed only when the signed agreement and Security Deposit are submitted.**
- Cancellation:** The deposit is refundable if canceled at least 7 days before the event. Cancellations within 7 days result in deposit forfeiture unless approved by the Director.

1. Payments

- Accepted methods: cash, check, or money order. Please make checks payable to: **El Dorado Senior Center.**
- Fees must be paid in advance. Key will not be issued without full payment.

RENTAL FEES

Please select the area and duration you are renting.

Area of Rental	Capacity	4 Hours	8 Hours	Select
North Side Community Room	198	\$125	\$250	<input type="checkbox"/>
South Side Community Room (No Kitchen, if rented)	198	\$150	\$300	<input type="checkbox"/>
South Side Community Room (Limited Kitchen, if rented)	198	\$200	\$400	<input type="checkbox"/>
Full Facility	400	\$275	\$550	<input type="checkbox"/>

Kitchen Deposit: Additional \$100 (South Side only).

Kitchen deposit is required if renting the South Side with kitchen access.

Select if Kitchen Deposit Applies

AMENITIES & FEES

Please select any additional amenities you would like to rent.

Amenity	Fee	Select
Each Additional Hour of Rental (per side) <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> Total # of additional Hours	X \$25	<input type="checkbox"/>
South Side Sound System	\$50	<input type="checkbox"/>
South Side Audio Visual Package (TV/VCR & Sound System)	\$50	<input type="checkbox"/>
North Side Sound System / TV / Projector	\$50	<input type="checkbox"/>
North Side Audio Visual Package (Projector/TV & Sound System)	\$50	<input type="checkbox"/>
Both Sides Sound System	\$100	<input type="checkbox"/>
Both Sides Audio Visual Package	\$100	<input type="checkbox"/>

AREA OF RENTAL	HOURS	AMENITY	FEE

DEPOSIT INFORMATION

Deposit Type	Amount	Alcohol Included	Select	Paid by: Cash/Check #
Security/Damage (North Side)	\$125	\$200	<input type="checkbox"/>	
Security/Damage (South Side)	\$125	\$200	<input type="checkbox"/>	
Kitchen Deposit	\$100	N/A	<input type="checkbox"/>	

FACILITY GUIDELINES

Please review and initial each guideline to confirm your understanding and agreement:

1. Facility Usage

- North Side: Includes tables, chairs, restrooms, sink, refrigerator, and countertops.
- South Side: Access to the kitchen requires an additional **\$100 kitchen deposit** and includes the use of a coffee pot (no use of ice machine or other Senior Center property). **Initial here:** _____

2. Prohibited Use of Senior Center Property

- Lessee and guests are not permitted to use Senior Center property (e.g., utensils, dishware). Use of any prohibited items may result in a forfeiture of the kitchen deposit. **Initial here:** _____

3. Furniture & Equipment

- Each rental area includes designated furniture:
 - North Side: 18 8-ft White Tables, 1 6-foot Gray Table, 3 round tables, 80 gray plastic chairs, 68 misc. chairs.
 - South Side: 12 round tables with 4 chairs each.
- Lessee is responsible for any damage or breakage of tables and chairs; replacement costs will be deducted from the security deposit.
- Initial here:** _____

4. Deposit Return

- Following inspection, deposits are returned if no damage or extra cleaning is required.
- Initial here:** _____

5. Key Pickup & Return

- Lessee **MUST** pick up the key before the close of business on the day prior to the rental. Failure to do so may result in denial of access to the facility. Key **MUST** be returned on stated date or fee of **\$25 per day** will be withheld from deposit. If building is not locked, **full deposit will be forfeited.**
- Initial here:** _____

HOLD HARMLESS CLAUSE

The Lessee as well as their representative organization or group, agrees to defend, indemnify and hold harmless the El Dorado Senior Center, Inc., its officers, employees and agents from any and all claims for injury to person or property, including death, arising out of, or in any way connected to its/our use of the rented ESC facility except to the extent any such claims may arise from any act or omission of the El Dorado Senior Center, Inc.

I have read the Rental Agreement Form, including the Rental Policies & Procedures, and agree to abide by the policies, guidelines, and rules set forth by the El Dorado Senior Center, Inc. I understand and accept my responsibility to clean and maintain the facility's cleanliness during and after use. I also assume responsibility for any damages that might occur during my use of the ESC facility.

Lessee Signature: _____

Date: _____

APPROVAL AND KEY INFORMATION

Director Approval:

• Approved by Director: _____

Key Information:

Key Pickup Date: _____

Key Number: _____

Key Return Deadline: _____

Key Return Confirmation:

Key Returned Date: _____

Returned By: _____

Failure to return the key by the stated date a fee of \$25 per day will be withheld from deposit. If key is lost or not returned it will result in forfeiture of the paid security deposit and an additional \$500 key replacement fee.

DEPOSIT RETURN

Was the Deposit Returned?

- Yes
- No (If no, reason)

Date Deposit Was Returned: _____

Deposit Returned By (Check # or Lessee Ck):

Method: Lessee Ck Check #: _____

DEPOSIT RETURN CHECKLIST

N°	CLEANING CHECK-LIST FOR DEPOSIT RETURN	
1	Swept the floor, thrown dirt away and put broom back in closet.	
2	Spot mopped hard floors and put away in closet.	
3	Vacuumed carpets. Cleaned any spills on carpet.	
4	Took all trash out including bathrooms out of facility. Replaced with liners.	
5	Wiped kitchen countertops and sinks.	
6	Wiped tables and chairs.	
7	Clean inside of the fridge.	
8	Took or dispose of any items that were brought in.	
9	Placed all furniture back in original location. (You have diagram) FAILURE TO RETURN FURNITURE TO ORIGINAL LOCATION WILL RESULT IN AT LEAST PARTIAL DEPOSIT FORFEITURE.	
10	Turned off all lights, including bathrooms in facility.	

El Dorado Senior Center Facility Do's & Don'ts

IN THE KITCHEN (IF YOU PAID DEPOSIT)

Do:

Turn off stove and oven, and clean countertops, tables, stove, sink, and floors.
Take home any food, dishes, or utensils you brought.
Empty and clean coffee pots (do not leave grounds or filters).
Dispose of all trash in the outside dumpster and replace liners.
Ensure all doors are locked before leaving.

Do Not:

Use the dishwasher or electric food warmers.
Use Senior Center utensils, dishes, towels, or food.
Use or take items from the refrigerators/freezers that you did not bring.

IN THE RENTAL ROOM

Do:

Clean floors (sweep and mop tiles, clean carpet spills).
Return all furniture (tables/chairs) to their original positions.
North Side: 1 oblong table, 20 8-ft White Tables, 1 6-foot Gray Table, 81 gray plastic chairs, 68 misc. chairs.
South Side: 12 round tables with 4 chairs each and four 8-ft tables.
Remove decorations and wipe table tops.
Take all trash to the dumpster and replace liners.
Turn off lights.

Do Not:

Enter before or stay after your scheduled rental time.
Bring food/drink into restricted areas, i.e. South Side living room.
Use Senior Center computers, copier, or printer.

IN THE BATHROOMS

Do:

Clean any messes in stalls or around urinals.
Dispose of trash in the dumpster and replace liners.
Turn off all lights before leaving.

Do Not:

Allow children to play or climb on toilets/urinals.
Clog plumbing with inappropriate items (e.g., diapers, feminine products).

WI-FI ACCESS

Public Wi-Fi is available with the network name CITYGUEST. Password format is "CITYGUESTMM" (MM = current two-digit month).

ALCOHOL USE (IF YOU PAID DEPOSIT)

Alcohol is permitted only with prior approval and an additional deposit. Unauthorized alcohol use results in total deposit forfeiture.

Failure to comply with these guidelines may result in partial or full deposit forfeiture, additional charges, or loss of future rental privileges.

NO SMOKING ON THE PREMISES. THIS INCLUDES VAPING!