



**EXCELSIOR
SPRINGS**

Facility Rental Agreement

---Community Rooms---

Contact Information		
Today's Date	Contact Person	Date of Birth
Address	City/State	Zip Code
Phone Number	Email Address	

Event Information			
Rental/Event Name	Date of Event	Time of Event	Estimated Attendance

Select a Package

Book 1 Room	
Capacity: 45 people	
	Price
1 hour rental (\$100)	
2 hour rental (\$175)	
Additional hour(s)	Quantity
(\$50 per hour)	
Amenities- check if desired	
Access to kitchen (\$25)	
Free when available	Select if desired
Ice (you provide container)	
Projector w/ screen	
Podium	
Sub Total	

OR

Book 2 Rooms	
Capacity: 90 people	
	Price
1 hour rental (\$175)	
2 hour rental (\$250)	
Additional hour(s)	Quantity
(\$75 per hour)	
Amenities- check if desired	
Access to kitchen (\$25)	
Free when available	Select if desired
Ice (you provide container)	
Projector w/ screen	
Podium	
Sub Total	

Preferred Room Set Up

Front Desk Use Only

Rent total:

Room(s) booked:

Staff name:



Rules of Operation

- o The total amount due is required to reserve a rental.
 - o Full refund is awarded if rental is canceled 22 or more days before the date of rental.
 - o ½ the total may be refunded if the rental is canceled within 21 days of rental date
 - o No amount will be refunded if the rental is canceled the day of the event
- o A deposit of \$100 is due at the time of reservation. This is a fully refundable security deposit that will be refunded within a week of the end of your rental period.
 - o covers any damages and additional cleaning that must be done after the rental period
- o No alcoholic beverages, smoking, or open flames are allowed on community center property
- o Event activities must be of a family oriented nature as defined by community center staff
- o Rentals do not provide guests access to community center fitness areas or exercise equipment
- o No decorations may be attached to the walls or ceiling.
- o No tape, thumbtacks or push pins may be used to hang decorations or other items.
 - o masking tape is allowed for hanging decorations
- o No food or drink is allowed outside the party room.
- o You must provide your own table cloths for all tables in the room if you will be having food/drinks.
- o Set up and tear down is included in your rental time.
- o The following tasks will need to be completed by the end of your rental time:
 - o Tables & Chairs wiped clean
 - o Carpet/Floor picked up from trash
 - o All Trash put in trash cans
 - o If you go over your rental time you will be charged an extra ½ hour

Initial _____

To induce the Excelsior Springs Community Center to grant the license applied for, the organization and the person signing on its behalf (its “representative”) warrant that (1) the information is, to the best of their knowledge, true, and (2) they understand and agree to abide and be bound by the terms of the Rental Agreements and Rules of Operation printed on this contract, (3) the person signing as representative has full authority to do so on the organization’s behalf, and (4) the fee for the rental will be paid as stated.

I have read the terms and agree to abide by the **Rental Agreement** and **Rules of Operation**. I further confirm that I am of authority to sign on the behalf of my organization.

Signature: _____

Date: _____

Community Room Rentals

Thank you for your interest in renting the ESCC for your special event. Stop by the front desk for a tour of our inviting amenities, including a catering kitchen, the Community Rooms with a view overlooking Powell lake, the Party Rooms conveniently located off the pool deck, and our family friendly swimming pool. The ESCC is available to rent for your next family or community event.

- Call or stop by the front desk to schedule a tour to make sure our facility is suitable for your needs.
- All rentals are on a first-come-first-served basis and no rental can be secured without all fees and forms received.
- All Rentals must be booked **AT LEAST 2 WEEKS** prior to your event date.
- All rentals must end at least an hour before the facility closes.
 - Monday- Friday, ends at 8pm
 - Saturday, 6pm
 - Sunday, 4pm
 - We'll make exceptions at the Youth and Family Coordinators discretion.
- Please include set-up and clean-up time in your calculation.
- Kitchen access includes use of refrigerator, freezer, warmer, ice machine and double-sink.
- After a representative has verified availability of your date and time, please complete and sign the Rental Agreement and Code of Conduct Policy.

You may obtain rental documents by visiting www.es-prcc.com or by stopping by our facility during hours of operation.

Community Room Packages

- 1 Hour Rental \$100.00 (1 room) / \$175.00 (2 rooms)
- 2 Hour Rental \$175.00 (1 room) / \$250.00 (2 rooms)

Each additional hour for 1 room: \$50.00 / Each additional hour for 2 rooms: \$75.00

Each room will hold up to 45 people. Room is equipped with tables and chairs.

