

CIHCC Equipment Rental Agreement

DATE REQUESTED: _____

TYPE OF EVENT: _____

PERSON/ORGANIZATION RESPONSIBLE FOR EQUIPMENT RENTAL:

Address: _____

Phone numbers: Work: _____ Home: _____ Cell: _____

EQUIPMENT RENTED

CHAIRS: Number rented: _____ Cost per day: \$2 per chair Total cost: _____

ROUND TABLES: Number rented: _____ Cost per day: \$5 per table Total cost: \$ _____

LONG (10-ft) RECTANGULAR TABLES: Number rented: _____ Cost per day: \$5 per table
Total cost: \$ _____

SHORT (5 ft) RECTANGULAR TABLES: Number rented: _____ Cost per day: \$5 per table
Total cost: \$ _____

RULES AND REGULATIONS

1. The renter shall indemnify and hold harmless the CIHCC, CIHCC board members, and the Community Center from claims, suits, liabilities, damages, or losses resulting from the negligent actions or inactions of the renter and those allowed by the renter to use the CIHCC EQUIPMENT.
2. The rental period is from 8:00 a.m. to midnight on the day of the rental.
3. The renter may pick up a copy of the key to the Hall from Gina Ross (846-4821) on the day of the rental, shall not lend it to any other person or make a copy, and must return it by noon the day after the rental. Renters failing to do so will be charged an additional **\$25**. Any renter who loses a key will also be charged for the cost of replacing the key and changing the locks.
4. No tape, staples, tacks, nails, or other adhesive materials are allowed to be used on the equipment.
5. A renter who damages or destroys any piece of equipment will be charged for the replacement cost of each item.
6. Call Gina Ross (846-4821) or Sam McLean (846-0501) with questions. **DO NOT ASK THE LIBRARY STAFF.**

I have read and understand the CIHCC Equipment Rental Agreement and agree to comply with all rules and regulations.

Signature of Person Responsible for Rental

Rental Fee Received \$ _____

Special Instructions or
Requests _____

Key Returned _____ Late Key Return Fee _____