

**VILLAGE OF BELLFLOWER  
COMMUNITY CENTER RENTAL AGREEMENT**

To request a rental of facilities within the Bellflower Community Center:

- Read both page 1 and page 2 of this agreement.
- Contact the Community Center scheduler to determine if the desired facility/room is available for rental, the rental fee, and to tentatively reserve the rental.
- If you acknowledge and agree to the terms and policies shown on pages 1 and 2 of this agreement, fill out, sign, and submit the Facility Rental Request below along with the total rental fee payment.
- The Facility Rental Request and rental fee payment must be received no less than five (5) business days before the rental start date. Requests/payments received less than five (5) business days before the rental start date may result in rejection of the request.
- Checks shall be made payable to "Village of Bellflower".
- NO RESERVATION WILL BE CONFIRMED UNTIL THE REQUEST FORM HAS BEEN RECEIVED AND THE RENTAL FEE PAID IN FULL.

**FACILITY RENTAL REQUEST**

**RENTER:**

Name of Group: \_\_\_\_\_

Name of Individual Making Reservation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**RENTAL:**

STARTS on \_\_\_\_/\_\_\_\_/20\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
DATE TIME CIRCLE ONE

ENDS on \_\_\_\_/\_\_\_\_/20\_\_\_\_ at \_\_\_\_\_ a.m./p.m.  
DATE TIME CIRCLE ONE

NOTE: THE START AND END TIMES MUST  
INCLUDE SET UP AND BREAK DOWN.

Room(s) to be Rented:  Cafeteria / Kitchen  Gymnasium  Classroom \_\_\_\_\_  Entire Building

Will additional assistance (set up, cleaning, etc.) be needed? Describe: \_\_\_\_\_

\_\_\_\_\_

Attendee Counts: Adults \_\_\_\_\_ Children \_\_\_\_\_

Specific details of planned activities: \_\_\_\_\_

\_\_\_\_\_

**RENTER SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

(OFFICE USE ONLY)

Form Received \_\_\_\_/\_\_\_\_/20\_\_\_\_ Fee \$ \_\_\_\_\_ Fee Received \_\_\_\_/\_\_\_\_/20\_\_\_\_

## **VILLAGE OF BELLFLOWER COMMUNITY CENTER RENTAL POLICIES**

**Rental Fee:** Renter agrees to pay in full the rental fee no less than 5 days prior to the rental start date. Checks shall be made payable to "Village of Bellflower". THE RENTAL WILL NOT BE CONFIRMED UNTIL THE FACILITY RENTAL REQUEST AND RENTAL FEE ARE RECEIVED.

**Insurance Required:** Renter is responsible for obtaining liability insurance coverage during the rental. The Village of Bellflower does not provide liability insurance coverage during facility rentals.

**Prohibited Activities Inside and Outside of the Facility:**

- Smoking, vaping, and tobacco products
- Narcotics and other illegal substances
- Firearms
- Alcohol
- Gambling
- Animals, except Seeing Eye dogs
- Unattended lit candles
- Candle wax on any facility surface
- Use of any kind of tape, nails, glue, etc. on ceilings or walls
- Use of items that may cause damage (e.g., balls or other toys, games, or equipment) in any room other than the Gym
- Leaning tables, chairs, or other objects against painted surfaces

**Damages:** Renter accepts liability for all damage repairs to the facility and/or repair or replacement of any equipment damage incurred during the rental period. The Village will invoice any damage expenses to the Renter, and payment will be due no later than 30 days after the invoice date. Any unpaid invoice may result in cancellation of future reservations and requests.

**Hold Harmless:** The Renter agrees to defend, indemnify and hold harmless the Village of Bellflower, its elected and appointed officials, commission members, agents, employees, and volunteers (hereby collectively referred to as the "Village") from any claims, demands, suits, losses, costs or expenses including attorney fees, or any damages which may be asserted, claimed or recovered against or from the Village of Bellflower by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death arises out of or is incident to or in any way connected with the performance of this contract. By entering into this agreement, the Village does not waive any defenses it would otherwise have, including but not limited to, governmental immunity.

**Additional Terms:** At the conclusion of the rental period, Renter shall:

- Restore all rooms rented to the condition found when the rental began.
- Remove all materials and food brought into the Community Center for use during the rental. Any remaining items are subject to disposal by the Village of Bellflower without prior notice.
- Wipe down the interior and exterior surfaces of refrigerators, freezers, grill/griddle, stove top, ovens, steam table, and food preparation surfaces used during the rental.
- Wash, dry and return all cooking equipment, utensils, trays, and dishes to the location from which they were taken.
- Throw all kitchen dish cloths and dish towels into the large kitchen sink for laundering by the Village.
- Verify all cooking appliances, whether electric or gas, are powered OFF. Any refrigerator and/or freezer should remain powered ON.
- Wipe down all folding chairs and tables.
- All trash must be bagged and placed in the blue garbage can located in the kitchen pantry.
- Close and properly lock all windows and exterior doors.
- Reset all thermostats
  - Cafeteria, Gym and Room K (winter heat 55°; summer air conditioning 78°)
  - All other rooms (turn thermostat OFF)
- Turn off all the lights.

THE VILLAGE OF BELLFLOWER RESERVES THE UNRESTRICTED RIGHT TO ACCEPT OR REJECT THIS OR ANY FUTURE RENTAL REQUEST.