



351 TRES PINOS RD., SUITE 1003-A
HOLLISTER CA 95023
831-634-2046

PLEASE SUBMIT FORM via email janalle@ficsbc.org or via FAX: 831-634-2046

FACILITY USE AGREEMENT

NAME: _____ ADDRESS: _____

PHONE: _____ WORK PHONE: _____

TYPE OF FUNCTION: _____

RENTAL DATE: _____ TIME IN: _____ TIME OUT: _____

FEE SCHEDULE: Security, cleaning, and key deposit is \$150, for events larger than 100 people the deposit increases to \$200. During FY 2019-20 the Rental fee is \$0. Deposit must be received within 15 days to reserve a date for your function. Your deposit and/or an itemized statement of the disposition of the deposit will be returned within 30 days. The rental fee and insurance must be submitted no later than 15 days prior to your scheduled event date to avoid cancellation of your event. It is the renter's responsibility to be sure that the deposit, rental fee, and insurance are submitted to the Family Impact Center Office Manager by the appropriate due date(s).

In the event of cancellation by the renter, the entire security deposit will be refunded provided you have given written notice at least two weeks in advance of your event. If cancellation is less than two weeks you will lose your entire deposit.

STATEMENT OF LIABILITY

It is the express condition of this permit that the Family Impact Center its officers, agents, contractors and employees, shall be free from any and all death or deaths of or any injury of injuries to any person or property or causes whatsoever while in or upon said premises or any part thereof during the term of this permit or occasioned by any occupancy or use of said premises or any activity carried on by Permittee in connection save harmless the Family Impact Center, its officers, agents and employees, from all liabilities, charges, expenses (including counsel fees) and costs of account of, or by reason of, any such death or deaths, injury or injuries, liabilities, claims, suits or losses however occurring, or damage growing out of the same. INSURANCE COVERING THE FAMILY IMPACT CENTER FOR \$1,000,000.00 MUST BE PRESENTED BEFORE THE RENTAL.

THE FOLLOWING ACTIVITIES ARE PROHIBITED IN THE CENTER:

1. Possession and/or consumption of alcoholic beverages.
2. Playing loud or amplified music.
3. Placement of decoration on facility walls.
4. No smoking in the facility.
5. Renter is not allowed to enter the center prior to rental date

CONDITIONS OF THIS AGREEMENT:

1. The user named above must pick up the key by 3:00 P.M. at the First 5 San Benito office at 351 Tres Pinos Rd., Suite 100-A. All fees must be paid, the contract must be signed, and a certificate of insurance must be received prior to receipt of the key. If upon receipt of the key and inspection of the property, you find any items or conditions out of order you must notify First 5 San Benito staff immediately.
2. Renter must agree to use the facilities in a responsible manner, which includes consideration for people in the surrounding neighborhood. Loud music or noise must be controlled to avoid disturbance during business hours. Failure to prevent offensive activities may result in loss of all or part of the security deposit if verified by an official police report. Any additional fees or losses over and above the security deposit that arise out of your activities shall be your responsibility.
3. The key is to be returned no later than 3:00 P.M. the business day after your function.
4. All functions must be over by 10:00 pm.
5. Any structural damage, missing equipment or damage of any type will be charged to the user at the cost of replacement. Any cleaning services needed exceeding the deposit amount will be charged to the user.
6. No tacks, nails, pins, staples or tape other than masking tape may be used for decorating. Damage caused by the use of inappropriate materials will be deducted from your security deposit.
7. Tenant shall not exceed the maximum occupancy limits of 50 sitting and 150 standing.
8. The Center is to be cleaned and secured before leaving.
The following checklist is provided to assist you:
 - a. Tables and chairs to be cleaned and put away.
 - b. Remove all tape and other residual decoration materials.
 - c. Sweep and mop; including restrooms.
(Cleaning supplies located in utilities closet by the restroom)
 - d. Throw out all garbage and recycling in dumpsters located behind the building.
 - e. A/C & Heater To Be Turned Off.
 - f. All Lights To Be Turned Off.
 - g. All Doors Locked.
 - h. Key To Be Returned No Later Than 3:00 p.m. on the next business day

Inventory:

- 50 Folding Chairs
- 8 Round Tables
- 1 Broom & Swiffer Sweeper

HAVING READ THE STATEMENT OF LIABILITY, PROHIBITED ACTIVITIES AND CLEAN UP RESPONSIBILITIES ON THE REVERSE SIDE OF THIS FORM AND UPON SUBMITTING THE ABOVE REQUEST FOR USE OF THE FAMILY IMPACT CENTER, WE/I AGREE TO ABIDE BY AND ENFORCE ALL RULES AND REGULATIONS OF THE FAMILY IMPACT CENTER WHICH PERTAIN TO USE OF THE FACILITIES REQUESTED, AND TO BE RESPONSIBLE FOR LEAVING ITS FACILITIES IN THE SAME CONDITION IN WHICH RECEIVED AND TO REIMBURSE THE FAMILY IMPACT CENTER THROUGH FORFEITURE OF DEPOSIT AND/OR ADDITIONAL REIMBURSEMENT FOR ANY LOSS OR DAMAGE. DEPOSIT WILL ALSO BE FORFEITED IF KEY IS LOST.

Tenant

Date: _____

First 5 San Benito

Date: _____

(First 5 San Benito use only)

Insurance certificate received (date): _____

Deposit received (date): _____

Fee received (date): _____