

Rental Agreement for Teen Outback

- The area youth is “Teen Outback’s” main priority.
- The Youth Center can however be reserved at any time that would not interfere with activities scheduled for the area youth.

Facility use

- To secure a reservation, a donation of \$200.00 payable to: Huntingburg Teenage Canteen.
- A refundable damage deposit of \$100.00 must be paid any time before event is held.
- Cancellation at any time will result in a “Thank You” for the donation.
- At least one Youth Board Member or Staff member will need to be available to open the facility and go over any details. Any additional furniture/tables added to the gym floor area will have to have prior approval of a Board member. Tables/Chairs will need to have rubber bottoms. Several are provided by the center.
- Audio Booth is off limits, the youth center does have a DJ that may be available. Cost varies according to the event. Please make a note of request on the form.
- Absolutely no roller-skating or skate boarding allowed.
- No use of alcohol or tobacco products in facility

Decorating

- Decorating is to be done the day of the event unless other arrangements are made.
- No nails, staples, or thumbtacks can be used at any time.
- No tape or adhesives that would remove paint from walls or ceiling can be used.
- **NO CANDLES**

Clean up

- Clean up is to be done the day of the event, Brooms and mop buckets are available.
- In order to receive a full refund of the security deposit, the following cleanup must be done:
 - A) Removal of all food and beverage items that have been brought in for the event.
 - B) Removal of all decorations and paper items.
 - C) Trash removal will be the responsibility of people using the facility. **MAY NOT** use the dumpster next to the youth center. (Please do not forget to check the trash containers by inside entrance)
 - D) If excessive cleanup costs incur or damage exceeds the amount of the security deposit, user of facility will be responsible for the additional costs incurred.
- Everyone using the facility is expected to leave the youth center in presentable condition, just like when you first arrived. This will be the responsibility of the person reserving the facility. **IN THE EVENT ANY EXTRA CLEAN UP WOULD NEED TO BE DONE AFTER EVENT, CLEAN UP COSTS WILL BE DEDUCTED FROM THE DAMAGE DEPOSIT COST.**

Rental Request Form

In order to prevent scheduling conflicts, the following form should be completed and returned, ASAP. This request is subject to approval by the Board of Directors. This request is not guaranteed approval, you will be notified as soon as possible. Thank You!

Name: _____ Phone: _____

Organization: _____

Address/Street: _____

City: _____ State _____ Zip _____

Date requested: 1st choice: _____ 2nd choice: _____

Will you need to decorate in advance? If yes, When? _____

I have read and understand the rules and code of conduct for usage of the Teen Outback facility. I hereby agree to these terms and will take full responsibility for any and all damage done to the youth center under the terms and date of the contract.

Signed: _____

Should there be any damage, please list in detail:

-----For office use only-----

Donation received: \$ _____

Amount of deposit received: \$ _____

Date deposit received: _____

Amount of deposit returned: _____

Please write separate checks for the donation and deposit

Recorded by: _____