



# LaGrange Community Center Rental Agreement

Rental Date \_\_\_\_\_

Today's Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact No.: \_\_\_\_\_

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

Rental Date(s): \_\_\_\_\_ Hours Needed: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Purpose of Rental: \_\_\_\_\_

Name of room(s) rented: \_\_\_\_\_

Tables Needed: \_\_\_\_\_ Chairs Needed: \_\_\_\_\_

### Fees

#### During Business Hours:

Party/Event Rental- \$30.00  
(Includes 1 hr set up, 2 hr party, 1 hr break down)

Gymnasium Rental- \$45.00 per hour

Cleaning Deposit- \$25.00 (refundable)

\*\*Rates vary for parties over 75 people. Please call.

#### After Hours:

Party/Event Rental Fee-\$30.00 per hour

Gymnasium Rental- \$45.00 per hour

Cleaning Deposit- \$25.00 (refundable)

### Terms and Conditions

Please read carefully and sign below to agree to these terms and conditions. My signature affirms:

1. A cleaning deposit of \$25 must be paid upfront at the time of scheduling rental as well as a non refundable 50% of the amount due. A larger cleaning deposit (\$200) will be required for large parties (75 or more people).
2. I acknowledge that the LaGrange Community Center is a "smoke/alcohol/weapons free" facility. No alcohol on or around the premises at any time.
3. I am entitled to use only the hours and area that I have rented as printed on this contract. I will be charged additional fees if I require more hours or space than what is on this Agreement.
4. All setup and cleanup time shall be included in my rental fees.
5. I am responsible for all clean up/set up including chairs and tables. I will lose my cleaning deposit if space is found to be unsatisfactory.
6. No confetti of any kind.
7. I am responsible for my own property and will not hold LCC/City of LaGrange or any of its agents liable for damage/thefts etc. The Participant(s) shall indemnify and hold harmless the City of LaGrange, Kentucky, its agents and employees from and against all claims, damages and losses and expenses including attorney fees and costs, for any claim, damage or loss arising on the premises.
8. I will not have animals at any time in the facility unless approved by the director of the community center.
9. Food and drinks are not allowed on the gymnasium floor at any time.
10. You will be held responsible for any damage to LCC/City of LaGrange Property during your event.
11. Tennis shoes must be worn to utilize the gym floor unless otherwise approved by a community center staff person.
12. I will notify the community center staff of any changes I would like to make immediately.
13. Everyone in my party must fill out a community center information sheet and have it signed by a parent/legal guardian if they are not over the age of 18.

Please make checks payable to: LaGrange Community Center

Renter's signature \_\_\_\_\_

Staff signature \_\_\_\_\_

If no fee due write reason here: \_\_\_\_\_

Cleaning Deposit: \_\_\_\_\_ Rental Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Amount Due: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Check # (if applicable) \_\_\_\_\_

Entered in computer and on calendar Y / N entered in computer by (staff name) \_\_\_\_\_

LaGrange Community Center YMCA

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