



# Benson Community Center Rental Agreement

<b>OFFICE USE ONLY</b>
Center Fee: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC
Check # _____
Center Deposit: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> CC
Check # _____
Transaction #: _____

Responsible Party: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_ Open to the Public (Circle One): YES NO

*If yes, you may be required to provide the City of Benson with a copy of your health permit, a Certificate of Insurance naming the City of Benson additionally insured for 1 million dollars per occurrence, for bodily injury and property damage and Declaration (proof insurers providing coverage have been notified), and/or a Special Event Permit Application.*

Rental Date: \_\_\_\_\_ Hours From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

### Renter Responsibilities:

- Read Center Rental Bulletin for rental and refund policies.
- Make arrangements for key pick up not more than one week prior to your rental date. For weekend rentals, the responsible party must pick up the key by 4:00 pm the week of the rental date.
- Responsible Party will be held liable for costs of any damages or lost equipment.
- **NO** Alcoholic Beverages.
- No Smoking in the Building.

### Rental Deposit:

Your deposit **WILL NOT** be returned to you if you fail to do the following prior to vacating the facility:

- Empty kitchen trash **ONLY**.
- Sweep floor, wipe down counters, sinks, tables, chairs, mop up spills, put tables and chairs back as found.
- Ensure all doors are locked and lights are off.

*Responsible party agrees to comply with all federal, state and local laws, rules and ordinances with respect to the use and occupancy of the rented premises. Responsible party shall indemnify, defend, save and hold harmless the City of Benson, its officials, agents, and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses including court costs, attorney's fees, and costs of claims processing, investigation and litigation arising out of an accident or other occurrence at the rented premises that is alleged to have caused injury to or death of persons or damage to property, unless such arises from the City of Benson's sole negligence. It is agreed the Responsible Party is responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Responsible Party agrees to waive all rights of subrogation against the City for losses arising from the rental.*

I certify I have received and read Recreation Department Bulletin 01-2013 (Rental Policy). \_\_\_ Initial Here.

If any unforeseen circumstances occur and/or permittee fails to meet the requirements the City has set forth, the City of Benson shall have the right to control, cancel or stop the rental. I have read and will abide by all requirements set forth, by the City of Benson. I also agree to be personally liable for any damage or clean up expense not satisfied by the sponsor.

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date