

**NSC FACILITY USE REGULATIONS**

1. All rentals of Newark Senior Center (NSC) must be requested at least 14 days prior to the date of use. Reservations are made on a first come, first served basis. A Rental Contract must be completed for each use of the facility. Payments for Facility Rentals must be processed through the Program Director. Please make an appointment (hmittchell@newarkseniorcenter.com or ext. 127).

2. Rental Rates:

Room	Current Capacity	Rental Rate (3 hour Minimum · Weekends)	Available Features
3 Evergreen Sections	152 Banquet 250 Theater	\$175.00/hr	Microphone · Sound System · Pull Down Screen
2 Evergreen Sections	128 Banquet 160 Theater	\$125.00/hr	Microphone · Sound System · Pull Down Screen
1 Evergreen Section	64 Banquet 80 Theater	\$75.00/hr	Microphone · Sound System · Pull Down Screen
Patio	96 Banquet	\$90.00/hr	Microphone · Sound System
Exercise Room	48 Banquet 60 Theater	\$50.00/hr	Whiteboard
Activity Room	25 people	\$40.00/hr	Whiteboard · Sink
2 Joined Classrooms	50 people	\$75.00/hr	LCD Projector · Pull Down Screen · Sound System · Whiteboard
Single Classroom	25 people	\$40.00/hr	Whiteboard · Pull Down Screen
Conference Room	16 people	\$20.00/hr	Whiteboard
Lounge	16 people	\$20.00/hr	TV
Consultation Office	3 people	\$25.00/hr	Desk · Phone · Computer w/ Internet Access
Lobby Display	N/A	\$25 for 4 hours	6 foot table with 2 chairs

**NSC Members Receive \$10 off per hour.**

\*\*Cleaning Fee: \$150 per rental (required if serving hot food - optional for other rentals)

3. Rental Payment Policies:

- a. 50% of rental fee is due when Rental Contract has been executed. Payment must be made by a CREDIT/ DEBIT CARD to be kept on file. The CREDIT/DEBIT CARD on file will be charged the remaining balances 30 days prior to the rental date. We reserve the right to cancel your rental if the balance is not paid 30 days ahead of your rental date. Reservations made within 30 days of event must pay in full at the time of reservation.
- b. All Cancellation requests must be made in writing (email is acceptable) and will forfeit a \$50 fee. Renters cancelling before 30 days will receive rental fees back minus \$50 fee. Renters that fail to give cancellation notice prior to 30 days will forfeit all monies paid. Changing the date will also result in a \$50 fee.
- c. In the event of damage to the NSC or the necessity for excessive clean-up resulting from a rental, the renters card on file will be charged for additional costs.
- d. Rentals running overtime (beyond the permitted rental period) will be charged to the card on file at the regular hourly rate.

X \_\_\_\_\_  
 Applicant's Initial

4. **Responsible Adult:** Organizations/groups that rent the NSC must identify a responsible adult (age 21 or older) who shall ensure that all rules and regulations and points of the contract are enforced. **Failure to ensure that ALL guest and attendees follow rental policy guidelines may result in immediate cancellation of the rental.** If the event is primarily for minors, there must be one adult for every 15 minors. A minor is defined as anyone under 21. The renter is responsible for ensuring the ratio is maintained throughout the event. **Teenage birthday parties, such as Sweet 16's, are not permitted at the NSC.**

X \_\_\_\_\_  
 Applicant's Initial

5. **Participants must abide by both written and verbal guidance provided by NSC staff. Staff will determine if renters are abiding by rental policies and maintain the right to make cancellation decisions during all facility rentals.** X \_\_\_\_\_  
Applicant's Initial
6. NSC Staff will provide the set-up and take down of tables and chairs. We use 60-inch round tables with 8 chairs to a table for banquet and standard 6-foot rectangular tables for refreshments, gifts, etc. Tables, chairs and any other equipment must remain inside and may not be removed from the NSC.
7. **The rental group is responsible for sweeping the floor, cleaning the chairs, tables, and any spills that may have occurred during the rental period. It is also the renter's responsibility to make sure all rooms used are in the same condition as when they arrived. If large quantities of refuse are created as a result of the rental, the renter is to bag and place the materials in the dumpster located in the parking lot. As an alternative, renter may choose to pay \$150 cleaning fee in advance—this cleaning fee is required if renter is serving hot foods.** X \_\_\_\_\_  
Applicant's Initial
8. **All evening rentals must be completed and out of the building by 11:00pm. There are no exceptions. Set up and clean up time must be included in the rental times.** X \_\_\_\_\_  
Applicant's Initial
9. **NSC Access: Rental of a room provides access to that room, use of the hallways to get to the room, and use of the restrooms. Rentals are expected to limit guests to only these areas.** Guests must not loiter in bathrooms, hallways or any room that has not been rented. X \_\_\_\_\_  
Applicant's Initial
10. **Noise Level and Music:** The NSC has residential housing nearby. Neither music nor any other noise should interfere with other activities taking place at the NSC or neighboring residences. All users are expected to be lawful and comply with the City of Newark Noise Ordinance. Please monitor rental activity so that sound and demeanor are appropriate to NSC's location.
11. **Decorations: Decorations must not damage walls, floor or areas of the NSC. No decorations of any kind can be affixed to any walls in the facility. Battery powered, birthday candles & sterno candles are the only permitted candles to be used on the premises.** Incense, smoke machines and glitter are not permitted at the NSC. We prohibit the throwing of any material of any kind (e.g. rice, petals, seeds, glitter). Exit doors, exit lights, fire alarm stations, hose cabinets, sprinklers, and fire extinguisher locations may not be concealed or obstructed. Renter must plan to rent the facility with adequate time for deliveries , decorating and clean up. X \_\_\_\_\_  
Applicant's Initial
12. **Food and Drink:** Food and drink must be kept within the rented space and not be carried through or outside the building. **No food is permitted to be prepared on the premises, inside or outside the facility. All food must be prepared offsite & delivered to the Center ready to serve. NO alcohol is permitted on the property. \$150 cleaning fee is required when serving hot foods. No Kitchen Access.** X \_\_\_\_\_  
Applicant's Initial
13. **NSC reserves the right to cancel or discontinue any activity where rule violations take place and no refund will be provided.** X \_\_\_\_\_  
Applicant's Initial
14. NSC is not responsible for damages or injuries to property or persons associated with the use of the NSC.
15. Tables, chairs and any other equipment must remain inside and may not be removed from the NSC.
16. Renters are encouraged to view the rental area for electric accessibility or any other special equipment needs. Please provide details of the rental contact regarding any equipment you are bringing in. Insurance certificates may be required.
17. The policies and fees herein are subject to change.
18. **Force Majeure:** If for any reason, the NSC is unable to provide the use of the premises for the event as a result of circumstances beyond its control, a refund of the full amount paid by the Renter will be made, and the NSC shall not be liable for any other damages resulting there from. X \_\_\_\_\_  
Applicant's Initial
19. **The max number of people permitted in the NSC is 152 banquet/250 theater.** X \_\_\_\_\_  
Applicant's Initial
20. **The sale, consumption, or possession of intoxicating liquors or beverages, dangerous or narcotic drugs, or gambling of any kind is prohibited on the grounds and in the Newark Senior Center.** X \_\_\_\_\_  
Applicant's Initial

# NSC Facility Rental Contract

## Renter

Name of Renter \_\_\_\_\_

Name of organization (if different) for advertising \_\_\_\_\_

Billing Address \_\_\_\_\_

City, State & Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Have you previously rented from NSC? Yes No If yes, please provide date: \_\_\_\_\_

## Event

For what purpose will the room(s) be used? \_\_\_\_\_

Is there any charge to those attending? Yes No

Will food be served? Yes No

Hot Foods? Yes No Cleaning fee (\$150) Yes No (required if serving hot foods)

Approximately how many will attend? \_\_\_\_\_

Will anyone under 18 be attending? Yes No If yes, please specify ages and numbers: \_\_\_\_\_

Check one: \_\_\_\_\_ Single Event \_\_\_\_\_ Long Term

## Room Request

Date(s) \_\_\_\_\_

Room(s) \_\_\_\_\_

Time/hours needed \_\_\_\_\_

Rental fee \_\_\_\_\_

## Equipment Request (Subject to Availability)

\_\_\_\_\_ Tables and chairs \_\_\_\_\_ Microphone in Evergreen A,B,C \_\_\_\_\_ VCR/TV/DVD \_\_\_\_\_ Easel

\_\_\_\_\_ Podium \_\_\_\_\_ Microphone in Classrooms 1 & 2 \_\_\_\_\_ Projection screen \_\_\_\_\_ Microphone in Patio

By signing this contract, Renter acknowledges that he or she has read and understands Renter's responsibilities outlined in the *Newark Senior Center Rental Policies and Procedures*. Renter also agrees to pay deposits and fees set forth in this form in the *Newark Senior Center Facility Rental Policies and Procedures*.

\_\_\_\_\_  
Name of Renter – Please print

\_\_\_\_\_  
Name of organization

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

STAFF USE ONLY:

Condition of room after use:

Other comments: