



WELLNESS • TRANSITION • RESOURCES  
VETERANS • MILITARY • FAMILY

## Mt. Carmel Veterans Service Center Use Agreement

All users of the facility shall be required to sign a rental agreement prior to using such facilities and grounds. If no use agreement is on file, all verbal agreements shall be null and void.

### SECTION 1 – Contact Information

Date of Contract: \_\_\_\_\_

Name of Renting Organization: \_\_\_\_\_

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

Contact's Name: \_\_\_\_\_

Co-sponsor (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Rental Times: \_\_\_\_\_ to \_\_\_\_\_

Number of People Attending: \_\_\_\_\_ Room Set Up: (see attached sheet) \_\_\_\_\_

Title of Event or Program: \_\_\_\_\_

The purpose of this meeting: \_\_\_\_\_

**SECTION 2 – Rental Costs**

**Room Rental Charges**

Areas	Up to four hours	Additional hours
Multi-Purpose Room	\$250	
Community Hall	\$200	
Front Lobby/Foyer	\$150	
Chapel	\$150	
Conference Room	\$150	
<b>Total Cost</b>		\$

½ Deposit Due at Time of Reservation

Balance Due 30 days prior to the Event

\$100 Cleaning and Security Deposit – Returned upon successful final inspection

No Charge Cancellation at least 10 Days in advance of the Event

Received by \_\_\_\_\_

Cash \$ \_\_\_\_\_

Check # \_\_\_\_\_

**Please make checks payable to: Mt. Carmel Veterans Service Center**

Circle One for: Credit Card – Visa/Master Card /Discover/American Express

Card # \_\_\_\_\_ Expiration date \_\_\_\_\_

Security Code # \_\_\_\_\_ Zip Code \_\_\_\_\_

**SECTION 3 – Rental Agreement Signatures**

**Rental Agreement (Renter)**

I have read and understand the Facility Use Guidelines.

Executed on \_\_\_\_\_

**Renter(s)**

Name \_\_\_\_\_

Signature \_\_\_\_\_

**Rental Agreement (Co-Renter) if Applicable**

I have read and understand the Facility Use Guidelines. I agree to become the official co-sponsor of the above renter’s event and assume responsibility for the care and oversight of the facility during the event to include any damages caused by the function.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_

## **Section 4 - Facility Use Guidelines**

*Use priority and occupancy of any areas at Mt. Carmel will comply with all policies and guidelines of this Rental Agreement. The following guidelines apply to all the users of the facility.*

- Complete room rental fee and damage security deposit if applicable are due and payable upon contract signing. Upon event completion, a full inspection of physical facilities will be conducted in conjunction with renter. Renter agrees to pay any and all damages caused to the facility to include any applicable legal and/or collection fees as permitted by law. Checks must be made out to Mt. Carmel Veterans Service Center.
- Cancellations more than 10 days from event date will receive full refund. All Cancellations must be made in writing to event coordinator. Cancellation within 9 days of event – No refund.
- All buildings are non-smoking facilities. Smoking is prohibited within 15 feet of main entry ways, exits and operable windows. All users must comply with current smoking laws.
- Decorations must **not** be attached to the buildings' exterior or interior by using nails, staples, or tacks. Adhesives must be approved by event coordinator.
- Everything brought into the building or onto the grounds by user must be removed at the conclusion of the event.
- Youth groups must be chaperoned by adults.
- Electrical requirements for the meetings and exhibits must be discussed in advance to ensure that the proper number of outlets and power is provided. For display setups, arrangements must be made in advance for rental of electrical equipment.
- Any I.T. requirements needed require prior arrangements with event coordinator.
- If, for reasons beyond our control, including but not limited to, labor strikes, accidents, government restrictions or regulation on travel, acts of war or acts of God, Mt. Carmel is unable to perform its obligations, then such non-performance is excused with no other liability upon return of deposit. In no event, shall Mt. Carmel be liable for consequential damages for any reason whatsoever.
- In any case in which the premises of Mt. Carmel or any premises covered by this agreement are unavailable because of damage by fire, flood or other cause, or if any other casualty or unforeseen occurrence shall render the fulfillment of this contract by Mt. Carmel shall not be liable for fees. The renter hereby waives and releases any claim for damages or compensation on account of such termination.
- The renter(s) agree(s) to save and hold harmless Mt. Carmel of and from any and all expenses, damages, claims, demands or liability by or to the public,

employees or guests of the renter(s) and all others on account of or occasioned by the negligent installation, construction, repair, alteration, maintenance or operation of any structure, device, machine, enclosure, amusement, entertainment or commodity or by any activity pertaining to this lease, or by any act or omission, negligent or otherwise of the renter(s) or its patrons when on or about to enter or exit the premises herein leased to renter.

- Renter(s) may not assign this agreement or any interest therein or permit the use of the leased space without the prior written consent of Mt. Carmel.
- For activities outside the regular scope of your event, please contact our Event Coordinator for scheduling and costs.
- Final party count must be submitted to Mt. Carmel representative two weeks in advance, any attendees above the agreed count will be billed separately.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_