

DeVries Facility Rental Agreement

RATES	Regular (Hourly/Daily)	Nonprofit (Hourly/Daily)
Weekdays	\$20 / \$100	\$10 / \$50
Weekends & Evenings	\$30 / \$150	\$15 / \$75

Set up and tear down is the renter's responsibility. Your time to set up and tear down is part of the rental period. Only the use of tables and chairs located in the room is included in rental. A projector and screen are available for an additional \$5 fee.

PROCEDURES AND TERMS:

1. Room rental agreement signed and payment in full due at least 72 hours in advance of rental. Reservation will not be held without a signed agreement and full, advance payment.
2. There is a 20% cancellation fee for cancellations made 48 hours or less from the scheduled time.
3. No smoking or alcohol is permitted anywhere on the property.
4. Room set up and return to clean, original condition is the renter's responsibility including the removal of all trash from the premises (no dumpster is available on site).
5. A refundable damage deposit of \$100 is required for all rentals. The renter is responsible for the cost of repairs of any damage, or cleaning needed, as the result of a rental.
6. Storage facilities are not included in the rental. Renter's equipment, materials and/or personal effects must be removed after each room use.

Date	Start Time	End Time	Fee
Set-up			
Event			
Clean-up			

Projector Rental _____
 Refundable damage deposit \$100
Amount due

Name of Event _____ # of Attendees _____
 Contact Person _____ Phone _____ Cell Phone _____
 Address _____ City _____ State _____ Zip _____
 Email _____

In acceptance of these rates and terms: Renters Signature _____ Date _____

-----Office use Only-----

PAYMENT: Date _____ Check # _____ Amount Paid \$ _____



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