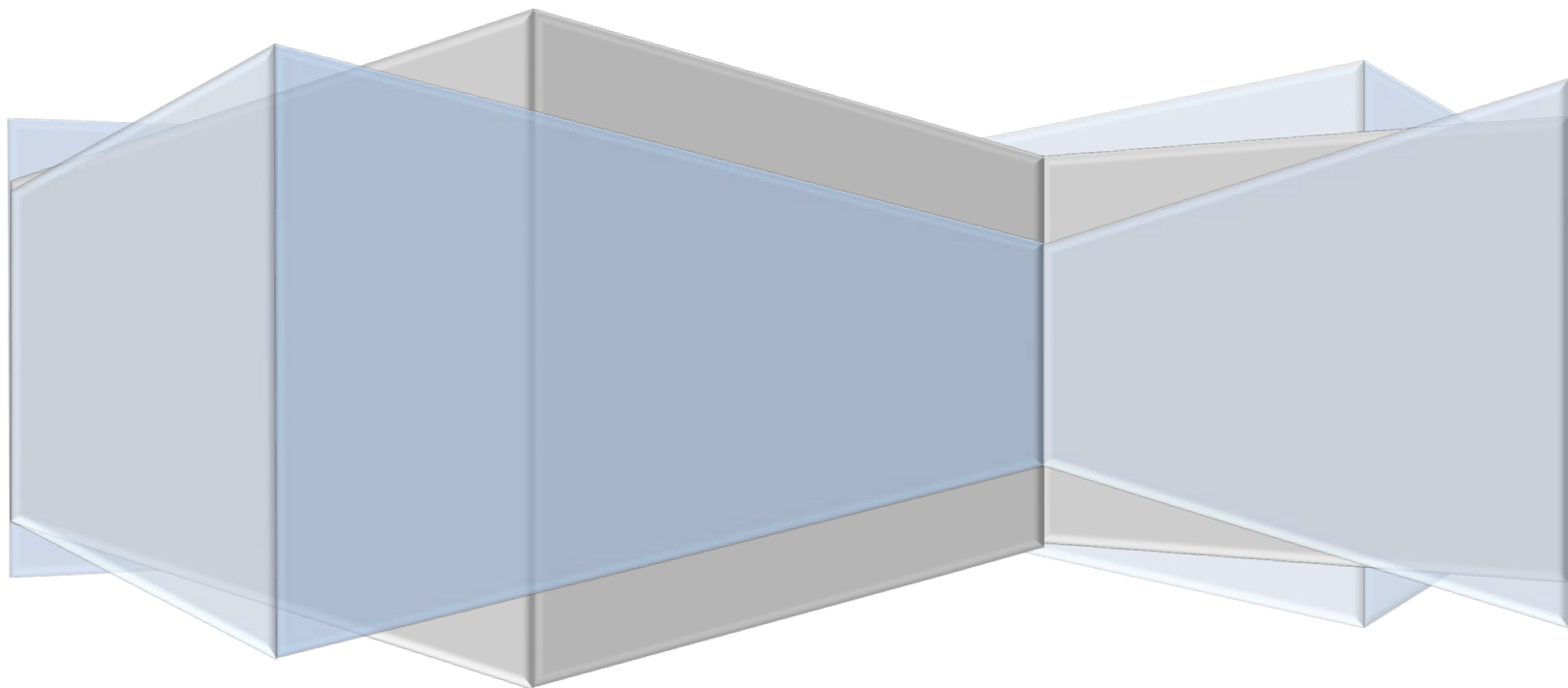


CATTARAUGUS COMMUNITY CENTER



RENTAL POLICY AND FORMS

May 18, 2015



Reservations require a completed, signed agreement within 30 days of rental date. **Make all checks or money orders payable to the Cattaraugus Community Center and deliver to the CCC Reception or designee Mon.-Fri. between 8:00 am-4:00pm.** In the event of a cancellation please give 14 days cancellation notice.

The Cattaraugus Community Center Management reserves the right:

To approve or deny any request submitted for a facility rental.

To cancel or reschedule event to another facility due to overbooking.

To revoke any request previously granted at any time if it is determined:

- The request contains any misrepresentation or false statement.
- Any condition set forth in the policies governing the request is not being complied with.
- The safety of staff, members and participants are neglected in the scheduled events of any facility managed by the Cattaraugus Community Center.

1. The renter must be at least 21 years of age and present throughout the entire rental period.

2. The renter agrees to abide by all rules and regulations of the Cattaraugus Community Center, and Gil Lay Arena.

3. "The Cattaraugus Community Centers will not be liable for any claims for injury or damages resulting from or arising out of the use of the community center facilities or premises. The renter agrees to sign a waiver to indemnify the Seneca Nation of Indians and hold it harmless against any and all such damages, losses and expenses."

4. The Cattaraugus Community Center facilities will not be reserved, no more than **two (2)** months in advance. Exceptions may be made for special circumstances with the approval of the management.

5. To ensure public safety during large events, the renter must provide personnel to direct traffic in the parking lot to prevent guests from parking on the grass, sidewalks, or in fire lanes.

6. The renter is responsible to see that all activities are properly controlled and supervised. For ages 12 and under, one (1) chaperone for every ten participants must be provided.

7. Notice of cancellation must be given to the Cattaraugus Community Center at least Fourteen (14) business days prior to the scheduled event. Failure to comply will result in forfeiture of rental fee.

8. The reserved facility will be opened thirty (30) minutes prior to the allotted timeframe.

9. Only the rooms specified in the agreement will be available for your use on the day of the event. The other areas not specified in the agreement may not be utilized, as they may be rented by other groups during your event.

10. The renter **may be** required to present his/her copy of the facility rental request to a building representative at the time of arrival.

11. The Cattaraugus Community Center will provide tables and chairs unless otherwise specified on the facility usage request form, and based on availability.

Renters are responsible for their own set-up, breakdown and clean-up.

12. The facility may be rented to multiple groups on any particular date, so we ask that you not enter the facility until your designated rental time and that you depart as scheduled. Also keep noise to a minimum.

13. Drugs, Alcohol and Smoking are not permitted in or on the property of the Cattaraugus Community Center facilities, Gil Lay Arena and any grounds in use by the CCC. Such use shall result in immediate removal from the premises by CCC Security and/or SNI Marshals.

14. Eating and drinking is allowed in designated areas only.

15. No street shoes are allowed on arena and gymnasium floors. A second pair of clean rubber-soled shoes must be carried into the facility for use. Swim wear must be worn in the pool, no cotton clothing.

16. The renter is responsible for leaving the facility in the same condition it was found. Renter is required to place trash in the containers provided. A staff member will be provided with a checklist to determine the cleanliness of the facility prior to, and at the completion of the rental. ***See Facility Cleaning Procedures**

17. In the event that a Post Inspection is not approved, the Rentee shall forfeit their deposit regardless of fee.

Cleaning Violation 3 Strike Policy

- 1st Strike: Double Deposit due before next rental
- 2nd Strike: Triple Deposit due before next rental
- 3rd Strike: Rental Agreement Terminated for 6 months

18. Failure to comply with requirements of the rental agreement may terminate future use of facilities (CCC, Gil Lay Arena). Final determination will be made by the CCC Management within fifteen (15) days.

19. Teams, Class Instructors and Tournaments must submit a Certificate of Liability naming (themselves or their team) and the said location of practice/games (ie. CCC, Gil Lay Arena) upon approval of rental form.

Deposit

A security deposit is required upon approval of rental reservation. The security deposit will be returned provided there are no violations of the Rental Agreement. At the conclusion of the rental, a walk through will be performed with the organizer. Deposits are 100% refundable provided the following conditions are met during the post inspection:

- The rented facility is left clean and orderly per the facility cleaning procedures/checklists
- Use of the facility does not exceed the scheduled time
- All equipment is accounted for and undamaged
- Damage to the area or its contents has not occurred
- All doors and windows are closed and locked
- All rules and procedures governing the facility-are adhered to

Please Allow up to 2-4 weeks for Deposit return.

Prior to your event

A meeting will be scheduled with the CCC staff to tour the facility. At that time you will receive a facility orientation and answers to all of your event related questions.

Facility Cleaning Procedures

Cleaning time is to be included in your event rental period and needs to be completed by the end of your reserved rental time. It is your responsibility to make sure the rented facility is left clean, orderly and locked when you are finished with your event. All rooms must be cleaned and in the same condition as when you arrived. This includes the kitchen, multi-purpose room, arena, bleachers, locker rooms, player benches, and gym.

- Clean all counters, sinks, appliances, tables, chairs, doors, walls with clean towels and cleanser. *Kitchen must be cleaned to its original condition.* (Cleaning products will be provided by the CCC)
- Sweep and mop all floors. Mop and bucket will be provided. Spot mopping is not acceptable.
- Empty all garbage cans and replace can liners (Take trash to the dumpsters)
- Tables and chairs must be cleaned and returned to their original locations and settings
- All items brought into the facility must be removed
- Turn off stove, ovens, and coffee pots. (make sure all burner knobs are off)
- Close and lock all windows
- Turn off all lights
- Close all doors

Pre-Inspection

On the day of your event, a staff member will conduct a walk-through of the facility with the event organizer to notate any damage, stains, etc. on the pre-inspection checklist.

Post Inspection

Once your event is over and the facility has been cleaned, return the pre- and post-inspection checklists to a member of the management staff who will conduct a post-inspection walk through with you. Once a CCC staff member has completed the post inspection, your deposit will be returned **in 2-4 weeks** if all requirements are successfully completed.

(Cut Above)

By signing this I hereby acknowledge I have read and understand the Rental Policy Rules of the Cattaraugus Community Center.

| | | |
|--------------|-------------|-------------|
| PRINT | SIGN | DATE |
|--------------|-------------|-------------|

Pre-Inspection Checklist (General)

RENTAL DATE: _____ **RENTER:** _____

Cleaning time is to be included in your event rental time and needs to be complete by the end of your event rental period. *In order to receive your full deposit*, all areas must be cleaned and in the same condition as when you arrived. It is your responsibility to make sure the rental facility is left clean, orderly and locked when you are finished with your event.

- ___ Sinks clean and free of debris
- ___ Countertops clean
- ___ Appliances clean inside and out; stove grease trays empty and clean
- ___ Tables and chairs clean
- ___ Doors, walls etc. are clean and free of stains
- ___ All floors are swept and mopped
- ___ All garbage cans are empty and lined with trash liners.
- ___ No personal items in the rental area
- ___ Stove and oven is off, other than pilot light on gas stove
- ___ Lights are off
- ___ All doors and windows are locked
- ___ Team benches & locker rooms are swept and mopped, and trash is taken out (Arena / Gym)
- ___ Bleachers swept and seats cleaned (Arena / Gym)

Please note any discrepancies and exact locations below and return to CCC staff when complete:

Renter Signature: _____

Date: _____

Staff Representative: _____

Date: _____

Post-Inspection Checklist

RENTAL DATE: _____ **RENTER:** _____

Renter will provide own towels, sponges, rags, etc.

MPR / Kitchen

- ___ Sinks clean and free of debris
- ___ Countertops clean
- ___ Appliances clean inside and out; stove grease trays empty and clean
- ___ Grease disposed of to grease trap (back in facilities area)
- ___ Tables and chairs clean.
- ___ Doors, walls etc. are clean and free of stains
- ___ All floors are swept and mopped
- ___ All garbage cans are empty and lined with trash liners.
- ___ All trash is taken to the dumpster.
- ___ No personal items in the rental area
- ___ Stove and oven is off, other than pilot light on gas stove
- ___ Lights are off
- ___ All doors and windows are locked

Arena & Gym

- ___ Team benches are swept and mopped.
- ___ Locker Rooms are swept and mopped.
- ___ All trash is taken out to the dumpster.
- ___ Bleachers swept and seats cleaned.

Discrepancies: _____

Renter Signature: _____

Date: _____

Staff Representative: _____

Date: _____