



FOREST LAKES COMMUNITY CENTER USER AGREEMENT

Date: _____

Name of Organization: _____

Type of Activity: _____

Facility Requested: _____

Facility will be used on _____ (date) to _____ (date)
from _____ (AM/PM) to _____ (AM/PM)

Center User Fees:

	hours X \$10.00/hour, plus _____ X \$1.00/person over 10 not to exceed 25	\$
	hours X \$20.00/hour (minimum 3 hours, not to exceed 164 occupants)	\$
Plus	Damage/Cleaning Deposit	\$ 250.00

Specify Space Required: _____

Specify Equipment Required: _____

Additional Services Required:

	Custodian required to clean area after use _____ hours X \$12.00/hr	\$
	Custodian required to be on duty during activity _____ hours X \$12.00/hr	\$
	Custodian to set up and arrange facilities per instructions from renter ___hrs X \$12.00/hr	\$
	Other personnel required to supervise or operate equipment ___hours X \$10.00/hr	\$

Facility rental fees are due at time of reservation and are nonrefundable without notice 24 hours prior to cancellation. User is responsible for adequate supervision to be certain that participants in the activities are contained within the area rented. Damage/cleaning deposit to be refunded within 10 days of inspection after use if center returned in like manner rented less any unpaid fees.

User shall provide a certificate of insurance prior to use of the facility acceptable to FLMD with the following minimum requirements:

General Liability coverage, \$1,000,000 per occurrence and \$1,000,000 aggregate with FLMD as an additional insured and certificate holder covering the rental period.



User Statement

_____ Will serve as contact person for the organization renting the FL Community Center facilities and agree to assume responsibility for any unusual damage to the facilities/equipment and payment for charges assessed.

User agrees to hold harmless FLMD, its officers, and employees from any and all claims, obligations, rights of action or similar matters of whatsoever measure that may be asserted against FLMD, its officers or employees as a result of the use of the facilities/equipment.

User further agrees and contracts to insure that, at all times the particular use of the facilities/equipment is in progress, the appropriate person(s) who are fully qualified to supervise and/or instruct the activity to be carried out will be present and responsible.

No alcoholic beverages are permitted at any time on any District recreational premises including the Forest Lakes Community Center. An adult shall accompany all children under 14 years of age using the Forest Lakes Community Center facilities.

I have read and understand the Forest Lakes Community Facility Procedures and appropriate building rules and agree that I and/or my organization's members will abide by and adhere to said procedures and rules.

Name: _____ Date: _____

(Signature)

Address: _____ Phone: _____

All Metro District activities, scheduled or unscheduled shall have priority over other uses. Final arrangements must be coordinated and confirmed with the Metro District prior to the scheduled event.

Date of Contact: _____ Comments: _____

Approved:

District Manager

Date

Fee Calculation

Facility Use \$ _____

Deposit \$ 250.00

Additional \$ _____

Total Due \$ _____

Certificate of Insurance provided?

\$1,000,000 per occurrence and aggregate
FLMD additional insured and certificate holder