



Madison Station Facility Rental Agreement

RENTAL CONTRACT

Rental Date _____

Rental Time: From _____ To _____

Number of People expected _____ Room _____

Name: _____

Address _____ ZIP _____

Home phone _____ Cell phone _____

Business Phone _____

Table with 2 columns: ACCOMODATION(S) DESIRED/PROVIDED, RENTAL FEE. Rows include SOCIAL HALL, DAMAGE DEPOSIT, and TOTAL FEES DUE.

I, THE UNDERSIGNED, HAVING READ THE FOREGOING CONDITIONS FOR RENTAL AND THIS RENTAL CONTRACT, DO AGREE TO THESE FEE(S) AND CONDITIONS FOR RENTAL. I ALSO AGREE THAT NEITHER FIFTYFORWARD MADISON STATION NOR SENIOR CITIZENS, INC, IS RESPONSIBLE FOR ANY ACCIDENT OR PERSONAL INJURY TO ANY MEMBER OF THE RENTAL GROUP WHILE USING THE FIFTYFORWARD MADISON STATION SENIOR CENTER FACILITY.

DATE DAMAGE DEPOSIT PAID _____ RECEIPT # _____

DATE RENTAL FEE PAID _____ RECEIPT # _____

RENTER'S SIGNATURE _____

APPROVED BY _____ MADISON STATION STAFF

FiftyForward Madison Station
301 Madison St.
Madison, TN 37115
(615) 860-7180

RENTAL CONDITIONS

1. The Center Director or Office Manager authorizes the use of the facility. Any requests of exceptions to fees or conditions must be submitted in writing to the Center Director.
2. The Social Hall is available for rental Saturday or Sunday providing the area is not being used for Center functions. These areas rent for \$1 00/hour with a minimum of three (3) hours. Social Hall rental does not include television area 01' pool tables.
3. All rentals must be made in person. The rental is not confirmed nor scheduled until the deposit is paid. A refundable damage deposit will be required on all rentals. This is not for set-up or clean-up of the facility, and can and will be applied toward any damage to the facility or premises. The damage deposit will be returned within 10 to 14 business days after the date of the rental if the facility was left in order. The person renting the facility is responsible for any and all damages occurring both inside and outside the facility during the rental period.
4. ANY AND ALL CANCELLATIONS MUST BE MADE NO LESS THAN TWO (2) WEEKS PRIOR TO THE RENTAL DATE OR YOUR DEPOSIT WILL BE RETAINED FROM THE RENTAL FEE. IT IS IMPERATIVE THAT YOUR RENTAL LAY-OUT IS COMPLETE AND PROVIDED TO US IN PERSON BEFORE 10 a.m. WEDNESDAY PRIOR TO YOUR RENTAL. FAILURE TO PROVIDE RENTAL LAY-OUT BY THIS TIME WILL RESULT IN CANCELLATION OF RENTAL AND FORFEITURE OF DEPOSIT.
5. A staff member or volunteer will be on duty during the entire rental period to monitor the building, but is not responsible for any set-up, take-down, or clean-up for the rental.
6. No alcoholic beverages except champagne fountain are allowed in the facility or on the premises, to include parking areas without prior approval of management.
7. No smoking is allowed inside the facility.
8. All exits must remain clear for exit in case of any emergency.
9. Only service animals are allowed in the building.
10. A renter must check with staff about decorating and food restrictions at the time of rental. No red punch or red cake icing is allowed.

11. YOUR RENTAL TIME BEGINS WHEN YOU ENTER THE BUILDING FOR SET-UP AND ENDS WHEN THE BUILDING IS TOTALLY VACATED.

Clean-up includes removal of trash, (new liners put in garbage cans) clean off of tables, and removal of all items that were brought into the facility. Renter is not to use vacuum, mops, etc. Please plan your event so that you will be ready to exit the Center at the end of your rental time. Notify the building monitor and sign out. Failure to sign out with building monitor will result in forfeiture of the deposit.

12. Should conflicts arise with FiftyForward Madison Station programs and a rental agreement, consideration will be given to an alternate time and space.

13. All children must be supervised by an adult at all times. Children must not be allowed to run through the building. Only the entrance halls, room(s) rented and the restrooms will be available to the renter.

14. Building occupancy is limited to 199 people.