***Kernersville Senior Enrichment Center***

**Application for Use of Meeting Rooms**

***All information requested on this application is required and must be completed fully for your rental request to be considered.***

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group/Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(You must provide at least two different phone numbers)***

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Include time for set-up and clean up) ALL events, including clean-up, must conclude no later than 12:00 midnight.*

**Number of Guests: \_\_\_\_\_\_\_\_ Purpose of meeting room use:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Room/s Requested: ROOM 1\_\_\_\_ ROOM 4\_\_\_\_ KITCHEN\_\_\_\_**

*$30/hour $100 deposit $20/hour $75 deposit (Please note: We do not have a fully*

*equipped kitchen.)*

Is your group a Kernersville based 501(c)3 non-profit organization? \_\_\_Yes \_\_\_No

Non-profit identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Your organization’s letter of non-profit designation from either the State of North Carolina or the Federal Government must be attached to this application to qualify for free rental. Kernersville based non-profits are allowed one free use of the facility annually. We can no longer waive the rental fee without this documentation.***

*I have read the Rules and Regulations concerning rental of the Senior Enrichment Center meeting facilities. I understand that as a representative of the above listed group and/or event, I will be responsible for the proper use and care of the facility and the meeting room(s) leased. I also understand that, as the group's representative, I will be held liable for any breech or violation of the Rules and Regulations for use of Meeting Rooms.*

Furthermore, I understand that should I elect to store any personal, borrowed or rental property on the premises before, during, or after the rental periods; the Senior Enrichment Center will assume no responsibility for theft, damages, or loss of use of any such personal property.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Signature Date:

***ADDITIONAL SIGNATURE NEEDED ON BACK!!!!***

**Phone:** 336-992-0591 **e-mail:** seniorcenter@triad.rr.com

**Physical location:** **Mailing Address:**

130 E. Mountain Street PO Box 2044,

**Kernersville, NC 27284 Kernersville, NC 27285-2044**

*01/2017*

**ROOM RENTAL CHECK LIST (Please sign and return with your completed application.)**

**A copy of this check list is included at the end of this rental agreement for your use. Use this list the day of your event prior to set-up and after clean-up. Failure to complete these items – as well as items mentioned in your contract - can result in the loss of all or a portion of your deposit.**

**Before your Event**

* Do a quick walk-through of the facility to make sure there are no issues that need to be addressed. (i.e. is the facility clean and orderly, is anything damaged etc.) Do Not wait until after your event to report any issues.

**During Your Event**

* Music must be kept at a respectful level – should not be heard upstairs during library operating hours, by other guests in other meeting rooms, and outside the building.
* You do not have exclusive use of the kitchen or restrooms when other groups are occupying the facility or during Senior Center and Library operating hours.
* Make sure children and teenagers are supervised at all times.
* Absolutely NO alcoholic beverages may be served.
* Absolutely no open flames, smoke machines, haze machines, or pyrotechnics are allowed
* Call Senior Center Staff if maintenance problems happen, WHEN they happen.

**Kitchen: Have you…**

* Cleaned the kitchen?
* Cleaned the inside of the microwave?
* Swept and mopped the floor?
* Removed the trash and replaced the trash bags?
* Checked the refrigerator and freezer for food and beverages?
* Cleaned the sinks?
* Left any appliances unplugged? Please *DO NOT unplug our coffee maker!*
* Made sure the ice scoop is on top of the ice maker.
* Returned equipment and utensils to their proper place?

**After your Event: Have you…**

* Cleaned and returned all chairs and tables to their proper places? All tables and chairs MUST be cleaned before you leave.
* **Room 1:** You MUST leave at least 10 tables upright and pushed neatly to the walls in rows. The remaining tables MUST BE stacked neatly in the back corner. Chairs should be stacked no more than 8 chairs per stack and placed in a neat row along the wall.
* **Room 4:** Returned at least 5 tables to a “U” shape configuration. All chairs stacked against the wall.
* Removed all decorations?
* Reported damages or maintenance issues to staff (phone numbers can be found on your keys)
* Cleaned the Bathrooms?
* Swept, mopped and or vacuumed all floors. This includes the room you have rented, lobby area, hallways, stairwells, elevator, and entrances upstairs. *(You will need to bring a vacuum cleaner to clean the lobby floor and hallways)*
* Emptied trash cans and replaced trash bags from each room you and your guests used including restrooms
* Checked and cleaned the stairwells, hallways, foyer and elevator?
* Returned all furniture to its proper location?
* Locked the Room/s you rented?
* Locked the entrance/exit doors?

**I have received a copy of this Room Rental Check List. I understand failure to complete these items – as well as items mentioned in the Room Rental Contract - can result in the loss of all or a portion of my deposit.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Renter Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Staff/Volunteer Date

**Kernersville Senior Enrichment Center Rules and Regulations for Use of Meeting Rooms**

#### Failure to abide by these rules and regulations will result in forfeiture of your deposit and restriction from using the facility again. Additional fees may also be charged to cover any damages not covered by the amount of your deposit.

Application and Rental Procedure FOR USE OF FACILITY

* You must be 21 years old or older to reserve and rent meeting rooms.
* All room rental reservations are to be made through a Senior Center Staff member and must be confirmed by the Center Director. The Senior Enrichment Center's scheduled activities and Town of Kernersville events will take priority over any requested rental reservations for any meeting rooms; however, once reserved, the Center will honor the request to the best of its ability.
* An application for use of meeting rooms must be completely filled out and turned in for each event you are booking no later than 30 days prior to your rental date. Failure to do so can result in forfeiture of your requested rental date and time. When completing the application you must include the total time you will be using the facility including set-up and clean-up time. ALL events, including clean-up, must end no later than 12:00 midnight.
* The Contact Name listed on the application must be present for the duration of the rental date and time and is the person financially responsible for any damages and rule violations that occur during the rental.
* The Senior Enrichment Center will grant one (1) free use of the meeting rooms per calendar year (January - December) to any Kernersville-based, non-profit organization with Federal Internal Revenue 501(c)(3) designation or State of North Carolina non-profit designation, and provided that any funds generated from the event are used for tax-exempt purposes. Each non-profit must provide the organization's non-profit I.D. number and letter of designation (from the IRS or State of North Carolina; showing a Kernersville address) to qualify for the annual free facility use. Rules and Regulations listed within this document will apply to all non-profit reservations.
* Representatives of the Senior Enrichment Center and The Town of Kernersville, including Kernersville Police Department and Kernersville Fire Department, reserve the right to inspect the facility and grounds at any time before, during and/or after your event. If you are found to be in violation of the Rules and Regulations contained in this document during your event, you may be asked to leave and will lose your deposit.
* The renter is responsible for contacting the Forsyth County Health Department at 727- 2760, if any food is to be prepared and/or served to the public (i.e. Spaghetti Supper, Chicken Stew, etc.)
* Set-up and Clean-up will not be provided, however, tables and chairs will be accessible. No reduction in rental rates is given due to lack of assistance with set-up and clean-up.
* The Senior Enrichment Center does not have or provide audio/visual and sound equipment.
* Renters are responsible for the safety and security of their guests. Children, youth and teenagers must be properly supervised by adults at all times. They should not be allowed to play in the stairwells and hallways for their own safety. Our facility is a public building.
* ALL alcoholic beverages are prohibited. (No hay cerveza permitido. No alcohólicas permitido)
* Smoking is prohibited.
* Open flames or lit candles are not permitted.
* Smoke machines, Haze machines, Fog machines, and pyrotechnics (fireworks) are prohibited.
* If another group is leasing/using other space in the facility, common courtesy is expected.
* If you are using a live band, DJ, or will be playing music during your event, you must be considerate of the Library located upstairs and other guests using the building. Noise levels will need to be kept at a minimum and the volume of all music kept down until the Library has closed and other guests using the building have left. If the noise level of your event can be heard outside the building, in the Library upstairs or by other facility guests, you will lose your deposit. If you are asked by Center staff, Town of Kernersville Employees, Library staff or other building guests to lower the noise level for your event and fail to do so you will lose your deposit.
* **Kitchen & Rest Rooms**:
* Our building is a public building and is open to the public during Senior Center and Library Operating Hours, this includes the Restrooms.
* You do not have exclusive use of the facility unless you book the entire facility. *(You will not be able to lease the entire facility during Senior Center or Library operating hours.)*
* Restrooms and the kitchen area are shared spaces and can be used by any guest leasing the facility.
* DO NOT unplug our Coffee Pot!
* You are not allowed to tape, nail, fasten or attach decorations to any ceilings, walls or doors.
* No items belonging to the Senior Enrichment Center or the Town of Kernersville shall be removed from the building.
* Turn off all lights and return thermostat settings to 71 before you leave. Do not turn thermostat off or switch the setting to unoccupied.
* Renter shall be solely responsible for any and all damages to the premises, grounds, fixtures, and personal property caused by Renter, Renter's guests and any third party permitted on the premises by Renter
* All costs of repair, painting, building and grounds maintenance, and replacement of flooring and/or structure shall be the sole cost of Renter. This includes, but is not limited to, any and all costs of construction, labor, and materials necessary to restore the premises to its original condition
* The facility must be left as it is found. You must clean up after your group (including the restrooms). Groups leaving the facility dirty, in disrepair and/or unlocked after use will be restricted from renting the space again
* You will need to bring your own cleaning supplies.
* Staff will check and replenish paper products (toilet paper, paper towels) prior to your event. Renters need to bring extra supplies with them in the event supplies run out during the rental.
* After your event, all floors are to be swept, vacuumed and/or mopped, before you leave. (This includes the foyer area, hallways, restrooms and elevator.) Mops and brooms may be found in the kitchen. You will need to bring a vacuum to clean the carpeted areas.
* All garbage and food must be removed from the building immediately following your event (including the restrooms). The large wheeled trashcan located in the kitchen is to be used to remove the trash from the building. Do not carry or drag full trash bags through the building, especially if food and beverages have been served. You are responsible for providing your own trash bags and leaving each trashcan with a clean empty trash bag (including the restrooms). The large kitchen trashcan uses 45 gallon or larger capacity bags, other trash cans use 13 gallon bags.
* The premises shall be inspected prior to the rental period and therefore any damages noted during or following the rental period shall be deemed to be the sole responsibility of the Renter. You will need to contact Senior Center staff to report any damages or maintenance issues as they arise. DO NOT wait until after your event to contact them. You will be given after hours phone numbers where you may reach staff members.
* **Tables and Chairs:**
* All tables and chairs must remain at least 3-5 inches away from the wall. Absolutely no table, chair, carts, or other equipment/furniture should touch any of the walls in the meeting rooms or hallways before, during, or after your event.
* All tables, chairs and other equipment must be cleaned and returned to their proper place in the building.
* **Room 1 only:** At the end of your even, ALL tables need to be upright and pushed neatly to the walls in rows. Do not stack the tables or leave them folded. Chairs should be stacked no more than 6 chairs per stack and placed in a neat row along the wall.
* **Tables, chairs and other equipment are not to be stored in the stairwells or hallways. It is against fire code to leave items in the stairwells and hallways. You WILL lose your deposit if you do so.**
* Additional tables and chairs may be rented from an outside agency and are the full responsibility of the renter. The Senior Enrichment Center assumes no responsibility for rented items. Neither the Senior Enrichment Center nor The Town of Kernersville assumes responsibility for theft, damage or loss of use of any personal, borrowed or rented property left on the premises before, during, or after the room rental. You must make arrangements with the Senior Center director prior to your event for delivery and pick-up of any borrowed or rented property or equipment. You must make arrangements to meet any rental equipment that will be dropped off prior to your event or picked up after your event. Senior Enrichment Center staff and/or volunteers are not responsible for signing delivery or pick-up receipts.

## Keys and Security

* A signed agreement and payment in full must be on file before the keys will be released.
* Unless prior arrangements have been made, all keys are to be picked up by the individual/s listed on the rental agreement under “Contact Name”. Photo identification is required to pick up keys. Center staff is required to make a photocopy of your identification. Keys will not be released without proper photo identification or to anyone not listed on the rental agreement.
* **You must call and schedule an appointment time with a Senior Center staff member to pick up the keys for your event. Call 336-992-0591 or 336-992-3180 during office hours to schedule an appointment.** Keys must be collected from the Senior Enrichment Center Office between 9:00 a.m. and 3:30 p.m. on the day of the event, with the exception of weekend usage. Keys for weekend usage must be picked up on the Friday preceding the event between 9:00 a.m. and 3:30 p.m.
* Keys shall be returned to the Senior Enrichment Center Office on the first business day following the event. Do NOT return keys to the Police Department, Town Hall or to the Library offices. Keys need to be returned by the same individual/s that picked them up unless prior arrangements have been made. **You must call and schedule and appointment time with a Senior Center staff member to return the keys from your event. Call 336-992-0591 or 336-992-3180 during office hours to schedule an appointment.**
* ***A $20.00 per day late fee will be kept from your deposit for keys not returned by the next business day following your rental, unless prior arrangements have been made.***
* Lost Keys: In addition to losing your deposit, renters will be charged a minimum fee of $25 per key to cover the expense of lost keys and may be held financially liable to re-key the entire facility.
* The group or organization's representative shall be responsible for securing the premises after the event, including locking all interior and exterior doors. If any doors are found to be unlocked by Center Staff following your event you will lose all or part of your deposit.
* The group or organization's representative shall be responsible for turning on and turning off the automatic door opening system if it is used for your event. Failure to turn the system off will result in the loss of your deposit, plus the expense of replacing the system if it has been damaged.

##### Deposit & Rental Fee Schedule

* A security and cleaning deposit is required to guarantee room reservations for all groups and/or individuals renting the facility. The deposit is not applied toward rental fees. The security and cleaning deposit applies to all rentals including non-profit rentals.
* A completed application and your deposit and rental fees are due no later than 1 month in advance of your event, without this advance payment; your reservation will not be guaranteed. A signed agreement and payment in full must be on file before the keys will be released.
* Your deposit will be returned once the facility and grounds have been inspected and are found to be in satisfactory condition following your event. The deposit will not be returned in the event of: damage, theft, or disrepair to the furniture, meeting rooms, facility and/or grounds, meeting room doors or building doors are left unlocked following your event, you have not cleaned the facility immediately following your event (including the restrooms), and/or the trash from your event has not been removed.
* The deposit will only be returned to the person/group/business that paid the deposit.
* In addition, you and your group will be held financially liable for any damage, theft or disrepair to furniture, meeting rooms, facility and/or grounds.
* Rental fees may be changed as deemed necessary by the Town of Kernersville and Senior Enrichment Center.
* Rental fees are calculated on an hourly basis with a one (1) hour minimum. Rooms are rented by the hour only. Fees are as follows:

**Room 1 Deposit and Rental Fees Room 4 Deposit and Rental Fees**

Deposit: $100.00 Deposit: $75.00

Rental rates: $30.00 per hour Rental Rate: $20 per hour

##### Cancellation Policy

* Cancellations must be made 48 hours in advance.
* There is a $10.00 cancellation fee for all events cancelled with more than 48 hours’ notice.
* One-half of the rental fees will be forfeited for all events cancelled less than 48 hours in advance.
* On-going renters are required to give the Senior Center director at least two-week notice before canceling a weekly or monthly meeting and at least a one-month notice to cancel the entire on-going reservation. Failure to do so will result in being charged for full rental fees for the cancelled booking(s).

**Kitchen Specifics**

* The Kitchen is located off the main lobby.
* You must clean the kitchen before you leave. Basic cleaning supplies will be provided for your convenience. You will need to provide your own dishtowels and cloths for your event.
* All trash cans must be emptied and trash removed from the building before you leave.
* Any dishes and/or utensils used must be cleaned and returned to their proper storage location after use. Equipment and utensils are not to be removed from the kitchen.
* All sinks should be cleaned, rinsed and drained before you leave. Do not leave food, food particles or residue in the kitchen sinks.
* Do not pour food, grease or oil down the sink drains under any circumstances. You may not throw dirty water or grease into the flowerbeds or other lawn areas around the facility.
* Food and beverages in the refrigerator should not be used unless they belong to you. If you do use any items from the refrigerator, those products must be replaced by 10:00 a.m. the next business day.
* Do not leave food or beverages in the refrigerator or freezer. Any items left in the refrigerator or freezer will be thrown away the next business day.
* Kitchen supplies such as coffee, creamer, sugar, cups, paper products, plastic cutlery, etc. are for Senior Enrichment Center use only. You will need to supply your own. If you do use these products they must be replaced by 10:00 a.m. the next business day.
* Be sure the refrigerator, icemaker, and freezer doors are closed tightly before you leave.
* Do not leave ice scoop in the icemaker.
* Do not store food or beverages in the icemaker.
* DO NOT unplug the coffee maker.

Room 1 Specifics

* Room 1 is approximately 50’ by 60” and is located off the main lobby.
* Room capacity is 175 with tables and chairs
* There are approximately 30 six-foot folding tables, 10 five-foot round folding tables, 130 blue padded stacking conference chairs and 50 metal folding chairs available for your use.
* At the end of your event, all metal folding chairs must be stacked in an upright position in the chair carts. All blue padded chairs must be stacked no more than 6 high and stored along the wall.
* To protect our walls, please leave space between tables, chairs, carts and the walls.
* Please lift tables and chairs into place. Tables and chairs may not be dragged, pulled, or pushed across the floor. Chair carts are provided for your convenience. If you scratch or damage the floor in any way you will be held financially liable for any and all damages and repairs to correct damages.
* At the end of your event, please leave ALL tables upright and pushed neatly to the walls. If you have folded any tables for you event, please unfold them and leave them upright.
* Do not stack or place plastic tables with the wooden folding tables, they will warp and you will be held responsible for the cost of replacing them.
* Make sure all doors to the room are locked and turn off the lights before you leave.
* All trash cans must be emptied and trash removed from the building before you leave.

**Room 4 Specifics**

* Room 4 is approximately 20’ by 40” and is located down the hall across from the kitchen.
* Room Capacity is approximately 60.
* There are 10 six-foot folding tables and 45 padded folding chairs available for your use.
* Return 5 tables and chairs to a “U” shaped configuration when you are finished.
* Stack additional tables and chairs against the wall.
* Make sure all doors to the room are locked and turn off the lights before you leave.
* All trash cans must be emptied and trash removed from the building before you leave.

##### On-Going Facility Renters

* All Rules and Regulations listed within this document apply to weekly and monthly renters.
* Rental fees for on-going renters are due as follows:
* **Monthly renters** (rent once or twice a month) must pay the day of their scheduled use.
* **Weekly renters** (rent on a weekly basis, i.e. every Wednesday) may pay by the month with rent being due no later than the 15th of the month.
* On-going renters must renew their application each year. They must provide a current deposit check and provide a list of dates they will be using the facility.

**If you have any questions or you need to make an appointment to pay for your rental or to pick-up/return keys, call Lisa Miller or Anne Woods at 336-992-0591, 336-992-3180. *(Please remember that You must make an appointment to pick up and return keys for your event.)***

**Return this completed application and your payment(s) no later than 1 month prior to your rental to:**

***By Mail***

Kernersville Senior Enrichment Center

Attn: Room Rentals

P.O. Box 2044, Kernersville, NC 27285-2044

***In-Person***

Kernersville Senior Enrichment Center

130 E. Mountain Street, Kernersville, NC 27284

Lower Level of Paddison Memorial Library

**ROOM RENTAL CHECK LIST – *RENTER’S COPY***

**Use this list the day of your event prior to set-up and after clean-up. Failure to complete these items – as well as items mentioned in your contract - can result in the loss of all or a portion of your deposit.**

**Before your Event**

* Do a quick walk-through of the facility to make sure there are no issues that need to be addressed. (i.e. is the facility clean and orderly, is anything damaged etc.) Do Not wait until after your event to report any issues.

**During Your Event**

* Music must be kept at a respectful level – should not be heard upstairs during library operating hours, by other guests in other meeting rooms, and outside the building.
* You do not have exclusive use of the kitchen or restrooms when other groups are occupying the facility or during Senior Center and Library operating hours.
* Make sure children and teenagers are supervised at all times.
* Absolutely NO alcoholic beverages may be served.
* Absolutely no open flames, smoke machines, haze machines, or pyrotechnics are allowed
* Call Senior Center Staff if maintenance problems happen, WHEN they happen.

**Kitchen: Have you…**

* Cleaned the kitchen?
* Cleaned the inside of the microwave?
* Swept and mopped the floor?
* Removed the trash and replaced the trash bags?
* Checked the refrigerator and freezer for food and beverages?
* Cleaned the sinks?
* Left any appliances unplugged? Please *DO NOT unplug our coffee maker!*
* Made sure the ice scoop is on top of the ice maker.
* Returned equipment and utensils to their proper place?

**After your Event: Have you…**

* Cleaned and returned all chairs and tables to their proper places? All tables and chairs MUST be cleaned before you leave.
* **Room 1:** You MUST leave at least 10 tables upright and pushed neatly to the walls in rows. The remaining tables MUST BE stacked neatly in the back corner. Chairs should be stacked no more than 8 chairs per stack and placed in a neat row along the wall.
* **Room 4:** Returned at least 5 tables to a “U” shape configuration. All chairs stacked against the wall.
* Removed all decorations?
* Reported damages or maintenance issues to staff (phone numbers can be found on your keys)
* Cleaned the Bathrooms?
* Swept, mopped and or vacuumed all floors. This includes the room you have rented, lobby area, hallways, stairwells, elevator, and entrances upstairs. *(You will need to bring a vacuum cleaner to clean the lobby floor and hallways)*
* Emptied trash cans and replaced trash bags from each room you and your guests used including restrooms
* Checked and cleaned the stairwells, hallways, foyer and elevator?
* Returned all furniture to its proper location?
* Locked the Room/s you rented?
* Locked the entrance/exit doors?

I have received a copy of this Room Rental Check List. I understand f**ailure to complete these items – as well as items mentioned in the Room Rental Contract - can result in the loss of all or a portion of my deposit.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Renter Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Staff/Volunteer Date