

**Independent Community Center  
Building Use Contract and Rental Agreement**

Renter Name *(please print)* \_\_\_\_\_

Organization \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address\* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

*\*Mailing address where the ICC will send deposit check, assuming clean-up is satisfactory.*

Preferred contact method \_\_\_ Phone or \_\_\_ Email

Date(s) of Event \_\_\_\_\_ Today's date \_\_\_\_\_

Event start time \_\_\_\_\_ End time \_\_\_\_\_

Event set up and take down dates/times \_\_\_\_\_

Brief description of event \_\_\_\_\_

Approximate number of people who will attend the event \_\_\_\_\_

Are you a member of the Independent Community Club? \_\_\_\_\_

Alcohol use? Check one

Alcohol will be present? NO \_\_\_\_\_ YES \_\_\_\_\_

If alcohol will be present, please fill out and submit Alcohol Use Policy with application.

Insurance Information (If Required) See *Building Use Policies*

- Company & Agent \_\_\_\_\_  
\_\_\_\_\_
- Agent Phone Number \_\_\_\_\_
- Proof of Insurance Policy attached naming the Independent Community Club as an additional insured in the amount of \$1 million? Yes \_\_\_\_\_

*Payment, Refunds, Refusal:*

- Event date(s) will be reserved for seven days from date of initial contact with an ICC Building Use Committee representative. A signed Building Use Contract, rental payment and cleaning deposit (if required) must be received to confirm the reservation. Tentative reservations can be extended with notification of extenuating circumstances.
- The full rental rate will be refunded if an event is canceled at least five (5) days prior to the event date; no refunds if cancellation is less than five (5) days prior to the event date.
- The ICC reserves the right to refuse use/rental of the Independent Community Center to any individual or entity.

It is the renters/user's responsibility to ensure that the Independent Community Center is not used in any way that would cause harm, injury or damage to persons or property. The renter/user is responsible for using the Independent Community Center only in a way that obeys the law, ordinances, and government regulations.

The Independent Community Center premises may be inspected by an Independent Community Club representative at any time during the rental/usage period. If the ICC representative observes any activity prohibited by the rental agreement, the Independent Community Club reserves the right to end the event immediately, the renter's/user's guests shall vacate the premises, and no fees shall be refunded.

Any violations of the rental agreement will result in a full forfeiture of the security deposit and could result in termination of the event.

*I have read and agree to the Building Use Policies and Rental Agreement, have received a copy of the Closing Checklist, and agree to complete the applicable items on the list upon conclusion of the event. If not a member of the Independent Community Center, I also agree to provide appropriate proof of liability insurance prior to using the Independent Community Center. I understand that the \$100 cleaning/security deposit will be refunded if the Independent Community Center policies are followed to the satisfaction of the Independent Community Club representative.*

*If the Center is being rented to an Independent Community Club member, my signature below verifies that use of the Independent Community Center is for my personal use and is not being rented on behalf of another individual or entity.*

**Liability:** Renter agrees to indemnify, defend, and hold Independent Community Club, its officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by Renter, its employees, and agents of alcoholic beverages at Independent Community Center.

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\_\_\_\_\_  
*Signature of renter/user*

\_\_\_\_\_  
*Date*

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### **ICC Use**

Alcohol Agreement (if required) completed and received? Yes\_\_\_No\_\_\_

- If required, copy of server's OLCC license received? Yes\_\_\_No\_\_\_

Proof of insurance policy received? Yes\_\_\_No\_\_\_

Fees:

\$\_\_\_\_\_for Use of Building Paid\_\_\_\_\_Date\_\_\_\_\_

\$\_\_\_\_\_for Cleaning/Security deposit. Paid\_\_\_\_\_Date\_\_\_\_\_

Deposit refunded: Paid \$\_\_\_\_\_Date\_\_\_\_\_

- Returned check\_\_\_\_\_
- Destroyed check\_\_\_\_\_
- Refund check mailed to Renter\_\_\_\_\_

ICC representative\_\_\_\_\_

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