



Community Center Rental and Use Agreement
3960 S. Globe Theatre Ave., Boise, ID 83716

Please use a separate form for each day that is being reserved. *THE RIVER HEIGHTS COMMUNITY CENTER IS NOT AVAILABLE FOR USE BY OUTSIDE ORGANIZATIONS OR NON-HOMEOWNERS OF RIVER HEIGHTS.* Therefore, River Heights does hereby license and authorize the Member to have temporary use of the portion of the premises described above subject to Member's compliance with the following conditions:

Fee and Deposit: A **\$100.00** refundable cleaning and damage deposit and a **\$30.00** non-refundable fee by separate check shall be paid to **River Heights Owners Association** by the Member and shall accompany this agreement. The \$30.00 non-refundable fee will be deposited into the miscellaneous building account and will be used for repairs due to normal wear and tear to the building. Reservations, cancelled at least 72 hours prior to the event will not be charged.

- 1. The Member and all guests shall vacate the facility prior to 10:00 p.m. on the day of the rental period.**
- 2. The Maximum lead-time for reservations is 6 months.**
- 3. Occupancy load: 62 with tables,132 empty**
- 4. Chairs available for use: 32**
- 5. Tables available for use: 6 – 6' banquet**
6. The facility is to be used for a **non-profit social gathering only.**
7. *Members may reserve the community center on the weekends (Friday through Sunday) a maximum of four (4) times per year and during the weekdays (Monday through Thursday) with unlimited use. Usage per year is subject to change.*
8. No pets of any kind are permitted within the premises at any time.
9. No nails or tape of any kind is to be used on the walls or windows of the facility.
10. No overnight parking is allowed in the driveway, parking lot area or on the public streets near the facility. Violators are subject to having vehicles towed at owner's expense. The swimming pool cannot be reserved solely for the use of a Member's event.
11. Member shall be solely responsible for cleaning the facility following Member's use, which responsibility shall include removal of all Members' property from the facility and premises and removal and proper disposal of all trash, refuse, and debris.
- 12. Tables, chairs, counter, microwaves and refrigerator must be washed and wiped clean and the facility must be left in a clean condition, which includes mopping in the kitchen area. Members must supply their own cleaning materials and equipment. If tables and chairs are needed for the event, a key can be signed out from the Property Manager (or designated party) 24 to 72 hours before the event (during business hours: Mon-Thurs. 8am-5pm, Friday 8am-noon) and returned the following business day.**
13. If Member cleans the facility to the satisfaction of River Heights Community Center Committee and if there is no physical damage to the facility, River Heights shall refund the cleaning and damage deposit within ten days of date of Member's use of the facility. Member understands and accepts that River Heights Owners Association may keep and apply such

portion of the deposit as may be necessary to adequately clean and repair the facility and premises.

14. Member accepts responsibility for all cleaning and repair costs including any costs that may exceed the cleaning and damage deposit amount.
15. All furnishings must be returned to their proper arrangement after use of the facility.
16. No furniture, decorations, etc. are to be removed from the community center property including front porch and patio area at any time.
17. Member agrees to turn off all appliances and light fixtures and to lock facility after use.
18. Member agrees to be present at all times while guests and other non-member people are present at the premises and facility. Under no circumstances will Member grant access to the premises and facility to a non-member without being present during the entire period that the non-member is present.
19. Member agrees to hold River Heights Owners Association harmless from all claims, liability or responsibility for injury or property damage that may occur while this agreement is in effect.
20. Member accepts responsibility to assure that all guests and other users of the facility and premises follow all rules and requirements of River Heights.
- 21. Deviation of these conditions will result in the forfeiture of your right to use the community center immediately.**

Name _____ Event Date: _____ Number of guests: _____

Nature of function: _____

Reservation Time: 9:30am – 3:30pm 4:00pm – 10:00pm

\$100.00 Refundable Deposit Check No. _____ Dated _____

\$30.00 Non-Refundable Fee Check No. _____ Dated _____

*****The completed form and required checks may be dropped off or mailed to River Heights Owner's Association office located at 12601 W. Explorer Drive, Suite 200, Boise, ID 83713, Attention: Property Manager.***

As a Member of River Heights, I have read the above Rental and Use Agreement and fully accept all of its terms and conditions. I understand that I take full responsibility for all guests and other users of the facility and premises and will comply with the terms of this agreement. I have been provided with a copy of this agreement and accept it as a receipt for my deposit.

Member's Signature _____ **Date** _____

Address _____ **Phone #** _____

Alternate phone _____ **Email address** _____

Received By _____ **Date** _____

Paid _____