

**HIOA Community Center Facility Rental/Use Agreement**  
**HIOA Office Phone Number 838-5257**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between the HIOA Community Center (herein after referred to as the HIOACC) and \_\_\_\_\_ (herein after referred to as Owner).

The HIOACC agrees to allow the Owner exclusive use of the facilities for:

Event: \_\_\_\_\_

Date(s) (mm/dd/yyyy): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

The Owner further agrees to the following terms and conditions:

- 1) A \$50. non-refundable facility use fee per day and a \$50. returnable cleaning fee is to be paid two weeks prior to rental for any function.
- 2) There is an additional non-refundable fee of \$50. if Harbor Island Staff is required to setup for owner's function.
- 3) This agreement is for exclusive use of the Community Center Room ONLY. Keys will be furnished upon receipt of payment and one day before the event. The keys will be available one day prior to event unless other arrangements have been made. Keys must be returned to the HIOA immediately following the event. HIOA office hours are: Mondays – Fridays, 8 A.M. – 4 P.M.
- 4) The facility will be left in the same or better condition than in which it was found. All trash removal and clean-up is the responsibility of the Owner.
- 5) All HIOA facilities are smoke free.
- 6) Consumption of alcoholic beverages by minors is prohibited by state law.
- 7) Owner must provide adequate supervision (1 adult per every 5 children) for events involving children ages 12 and under.
- 8) Items in the Community Center are not to be removed from the building and are the sole property of HIOA. Party goods, supplies, and decorations are the responsibility of the Owner.
- 9) Owner is required to be on site throughout the event.
- 10) Owner is responsible for any damage that occurs to the facility or facility equipment due to misuse.
- 11) HIOA Management reserves the right to assign staff monitors for events on a cost added basis.

**Owner agrees to indemnify and hold harmless Harbor Island Owners Association, the Harbor Island Beach & Racquet Club and all it's constituents of any loss or injury that may occur during use of the facility.**

OWNER SIGNATURE/DATE: \_\_\_\_\_

HIOA/MANAGER/DATE: \_\_\_\_\_