

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 \$100. 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. Access will be granted by the Security Staff (843-838-4890) after HIOA office hours: 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: _____