

INSTALLATION: \_\_\_\_\_

**BALFOUR BEATTY**

**COMMUNITY CENTER RENTAL AGREEMENT – NO ALCOHOL**

OWNER: \_\_\_\_\_

PROPERTY MANAGER: \_\_\_\_\_

RENTER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

NATURE OF EVENT: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

ROOM/AREA REQUESTED (IF APPLICABLE): \_\_\_\_\_

APPROXIMATE NUMBER OF GUESTS (NOT TO EXCEED \_\_\_\_): \_\_\_\_\_

TIME OF EVENT START: \_\_\_\_\_

TIME OF EVENT END: \_\_\_\_\_ (last hour should be used for clean-up)

\*Balfour Beatty property management approval must be granted to extend functions past 23:30, not to exceed 01:00 hours.

**FOOD AND BEVERAGES BEING SERVED:**

\_\_\_\_\_ NONE

\_\_\_\_\_ PROVIDING OWN

\_\_\_\_\_ CATERED

\_\_\_\_\_ SOFT DRINKS

**No alcoholic beverages are permitted inside the  
Community Center.**

## **RENTAL CHARGES AND OTHER TERMS AND CONDITIONS TO RENTAL:**

### **1. RENTAL CHARGES**

FOR ALL RESIDENTS OF OWNER: The Community Center Rental is free of charge; however, a deposit of \$250.00 and a key deposit of \$25.00 (Total: \$275.00) is required at the time of the reservation and signing of this Rental Agreement.

FOR ACTIVE DUTY SERVICE MEMBERS AND DOD CIVILIANS WHO ARE NOT RESIDENTS OF OWNER: A Community Center rental charge of \$25.00 per hour will be due in advance upon signing this Rental Agreement, plus an additional deposit of \$275.00 and a key deposit of \$25.00 (Total: \$300.00) is required at the time of the reservation and signing of this Rental Agreement.

The deposit can be given in the form of a check written out for the appropriate amount, or by providing a credit card/debit card number. All deposits will be refunded the next business day after the actual rental date, if no damage is found upon a final inspection. If charges are assessed, an itemized list of costs will be provided to the Renter and deducted from the deposit. Should charges exceed the deposit amount, remittance of the balance will be due from Renter immediately.

### **2. RULES AND REGULATIONS**

Renter must be present at all times during the event. Unattended minor children are not permitted at any time. No smoking or pets are permitted inside the Community Center.

Renter is not allowed to rent the Community Center to a third party.

Renter understands that he/she is responsible for the conduct and behavior of all guests attending this function. All posted and published community policy rules must be observed. It is the duty of Renter to make sure all guests abide by the rules.

Noise from music and activities at the Community Center during this time must not be audible from the exterior of the building or otherwise interfere with other events that may be taking place at the Community Center or with residents living in this area.

The Community Center furnishings, equipment, dinnerware, facilities and general areas including the hallways, entrances, and surrounding areas of the Community Center, and any other areas that are used during this event, are to be returned to Owner in the same clean and undamaged condition as given on the date of rental. Renter must provide cleaning supplies and trash bags, and all trash must be bagged and placed into appropriate receptacles.

All items must be returned to Owner in their original places. Renters may NOT rearrange the furniture without consent of property management. Nothing may be adhered or attached to the walls (no staples, tacks, etc.). Audio/video equipment may not be attached to any televisions in the facility without prior approval from Balfour Beatty property management.

**3. RELEASE, INDEMNITY AND DAMAGES**

No attendee of this event will hold Owner, Balfour Beatty Military Housing Management, LLC or its affiliates, or any of their officers, members, employees or agents (“Representatives”) responsible for any damages, accidents, injuries or actions resulting from or otherwise in connection with this rental agreement. None of Owner, Balfour Beatty Military Housing Management, LLC, Balfour Beatty Communities, LLC, any of their affiliates, or any of their Representatives shall be responsible for any items lost or stolen during this event. Renter shall defend, indemnify, protect and hold harmless Owner, Balfour Beatty Military Housing Management, LLC, Balfour Beatty Communities, LLC, any of their affiliates, or any of their Representatives (collectively, the “Indemnified Parties”) from and against any and all suits, actions, damages, claims, expenses, losses, costs, demands, fines, liens, judgments or liability imposed by law of whatsoever kind (including without limitation legal fees) arising from, out of, or in connection with the activities resulting from or in connection with the event. This indemnification shall apply whether or not such claims are based upon any alleged active or passive negligence or wrongful participation on the part of any of the Indemnified Parties.

Renter hereby agrees to pay for any damages, replacements, or cleaning fees incurred, and understands that any unpaid charges may be sought through legal means against the. To the extent Renter is a resident of Owner, Renter hereby agrees that any unpaid charges may be treated by Owner as a violation of the community guidelines applicable to residents pursuant to such Renter’s lease agreement with Owner, and may constitute a breach under such lease agreement, potentially resulting in grounds for eviction.

**\*\*THIS IS A BINDING CONTRACT. BY SIGNING THIS AGREEMENT, THE UNDERSIGNED REPRESENTS THAT HE/SHE HAS READ THE TERMS AND CONDITIONS HEREUNDER IN FULL AND UNDERSTANDS AND AGREES TO COMPLY THEREWITH IN ALL RESPECTS\*\***

RENTER: \_\_\_\_\_

\*A photocopy of the Renter’s Identification will also be needed upon signing of this Rental Agreement.

Date: \_\_\_\_\_

COMMUNITY MANAGEMENT REPRESENTATIVE: \_\_\_\_\_

Date: \_\_\_\_\_