



Senior Center Rental Policies

Thank you for choosing Lafayette. To ensure that all persons utilizing the facility have a positive experience, we have established the following guidelines. Please read each section carefully.

The responsible Renter's signature is required at the bottom of the form.

Rental Event Details:

Contact Name: _____

Event Description: _____

Event Date: _____ Rental Time: _____

Phone number: _____ Email: _____

RENTER ROLES AND RESPONSIBILITIES

Rentals:

- All rental priorities are based on a first-come, first-served basis.
- Usage of the facility does not imply the City's endorsement of meetings, groups, or beliefs.
- The Renter may not use the City's branding and logo in advertising or presentation materials.
- We reserve the right to cancel or refuse any rental and change room assignments as needed.
- Reservation times must include the entire time needed – including set-up and clean-up.
- After-hours rentals will incur additional fees.
- If required by the City, the Renter will provide a certificate of insurance naming the City of Lafayette as an Additional Insured.
- Renter agrees that the City of Lafayette is NOT responsible for lost, damaged, or stolen items.
- The Renter is responsible for all food and beverages. Alcohol permits are required.

Facility Use:

- The Rental Staff is here if you need anything (tables, chairs, etc.). Do not help yourself.
- For safety, children must be supervised at all times.
- Report any accidents, spills, mishaps, injuries, or breakage to the Rental Staff.
- Personal items, including those rented from outside vendors, may not be stored at the facility outside the designated rental time. Recreation Services is not responsible for lost/damaged items.
- Smoking, vaping, or tobacco use is allowed in or around the facility.

Decorations:

- Decorations may be hung with a product that will not damage the walls, i.e., Command Strips.
- The following may NOT be used anywhere in the facility or on walls
 - Duct tape, masking tape, packaging tape, heavy-duty staples, nails hooks, tacks, or screws
- Bubbles, smoke machines, or fog machines are not permitted.
- Do not drag tables, chairs, or any heavy item. Ask the Rental Staff for help when needed.
- Exits may not be blocked by decoration, table, speakers, etc.

Clean-Up:

- Remove trash and decorations from the room(s) and take all trash to the receptacle outside.
- If the kitchen is used, clean all surfaces.
- Before leaving, check out with your Rental Staff member.

CANCELLATIONS AND REFUNDS:

- Reservations are non-transferable.
- Full payment is due at the time of booking.
- Damages to the facility may result in additional charges.

ROOM RENTAL RESERVATION FEES

Meeting Size	Room Name	Hourly Resident Rate	Hourly Nonresident Rate
Small (max: 25)	Senior Center Conference Room	\$40	\$50
Medium (max: 80)	Senior Center Main and Conference room	\$55	\$65

Meeting Total (Meeting Size, Residency Status, number of hours): \$ _____

Example: Small, Resident, 3 hours: \$40*2= \$80

Technology Fee: \$15/rental \$ _____

TOTAL: \$ _____

WAIVER

In consideration of my participation and or that of my child or ward in the City of Lafayette ("City") Recreation Department's programs or activities, do hereby for all, to the extent permitted by law assume the risk of participation and waive and release the City, its officers and employees from any and all claims, actions, or demands for any injury, loss, or damage arising out of, or related to participation in the programs or activities, whether or not such is caused by the act, error, omission, negligence or fault of the City, its officers or employees. I also on behalf of myself and my child or ward consent to the City's publication of photographs taken of any of us during our participation in the Recreation Department's programs or activities.

Self/Parent/Guardian Signature: _____ Date: _____