



**dba Central Linn Recreation Association**

The Renter (responsible party) shall indemnify, defend, and hold the Brownsville Recreation Center (dba Central Linn Recreation Center), it's officers, agents, and volunteers, harmless from any and all claims, actions, liabilities, or costs including, but not limited to, attorney fees, and other costs of defense, arising out of or in any way related to the rental and activities performed by The Renter or any other persons allowed on the premises, under this agreement, and arising from the sole or joint negligence of the Renter. Only those 18 years or older can sign this contract and or check out a key.

**Failure to follow the rental responsibilities may result in a fine and forfeiture of future use of the building.**

Print Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Activity/Event \_\_\_\_\_ Estimated # of People Attending \_\_\_\_\_

<b>Building Rental:</b>	Date to be Used: _____	Fee: _____	
Date of Payment: _____	Paid Amount: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
		Received by: _____	
<b>Tables and Chairs Rental:</b>	Date to be Used: _____	Total Fee: _____	
Date of Payment: _____	Paid Amount: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	
		Received by: _____	
Number of Tables: _____	Fee: _____	Deposit: _____	Total: _____
Number of Chairs: _____	Fee: _____	Deposit: _____	Total: _____
Location to be Used: _____			
Date to be Returned: _____			

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

**If expected number of guests exceeds 75, this contract must be approved by the Board or its representative.**

Approved by CLRA Signature \_\_\_\_\_ Date \_\_\_\_\_



*This is our community's Gym. Thank you for being respectful and considerate of the building and equipment.*

### **Gym Renter's Responsibilities**

1. The protective floor mats **MUST** be used to cover the gym floor unless the gym is being used for athletic activities such as basketball and volleyball. All non-athletic activities must use the mats. For directions on unrolling and mat placement contact Jon Smith 541-974-0356.
2. Leave the floor clean when finished, wet mop spills and dry mop whole floor if needed.
3. Clean up all garbage including the stage and bleachers. All garbage should be emptied into the dumpster. Use liners for garbage cans.
4. Return all tables, chairs, and any other equipment to the storage rooms.
5. No food should be left anywhere in the building.
6. No staples, nails, tacks or duct tape are allowed to be used to attach materials to any surface in the building, including but not limited to, the floor, walls or ceilings. When done, please remove all materials used in your activity. **No tape of any kind may be used on the floor.**
7. Do not lower basketball hoops.
8. Before leaving check the bathrooms, leave them clean. Please report any leaks or other plumbing problems to Mark Running 541-223-4869, the City of Brownsville 541-466-5666, or Brownsville Public Works at 541-466-3381.
9. For heat use only the timer.
10. No smoking or use of tobacco products, alcohol, or non-legal drugs are allowed on or in these premises.
11. Please check that ALL doors including the west gym door are secured before leaving.
12. Please turn off all lights when leaving.
13. **All doors must be closed and locked when leaving or a \$25 fine will be imposed as required by the City of Brownsville.**

### **Kitchen Use**

1. Remember all the above apply also.
2. Leave the kitchen clean. Floor mopped, counters clean, all dishes washed and put away.
3. Please remove all food items especially check the refrigerator.
4. Use liners for garbage cans and put garbage in outside dumpster.

### **Tables and Chairs Rental**

1. Please return the tables and chairs clean and in good condition.
2. Return them to the proper areas from where you picked them up.
3. Label and report any problems or damage to Brownsville City Hall 541-466-5666. Do not put damaged items in the same stacks as the others.