



James B. Sanderlin
Neighborhood Family Center

Cultivating a community where children and families are valued, loved and destined to succeed

EVENT SPACE RENTAL AGREEMENT

Center Operating Hours:
Monday through Thursday 8:00 AM – 7:00 PM
Friday 8:00 AM – 4:00 PM

The James B. Sanderlin Center rents out venue space on a one-time and reoccurring basis to individuals, for-profit businesses and nonprofit organizations. Nonprofit organizations who meet the public criteria are eligible for the first two hours, free of charge. Space may be booked on a one-time, extended and reoccurring basis.

Acceptable events include but are not limited to:

- | | |
|-------------------------------------|---------------------------|
| Birthday Parties | Employee Appreciation |
| Conferences, Workshops and Seminars | Team-Building or Training |
| Retreats | Trade-show |
| Meetings | Family-reunions |

Venue Options

Space	Maximum Capacity	Room Use Fee
Conference Room	10 people	\$20/hr
Computer Lab	10 people	\$30/hr
Co-Working Hub	20 people	\$25/hr
Banquet Hall	50 people	\$30/hr
Auditorium	100 people	\$50/hr
Playground	(In Addition To Interior Space)	\$10/hr
Kitchen	(In Addition To Interior Space)	\$10/hr
Courtyard	(In Addition To Interior Space)	\$10/hr

Mandatory Staff

Labor	Staffing Fee
Facility Manager	\$15/hr

Completed Application Includes...

- \$25 Non-Refundable Application Fee
- \$75 Refundable Deposit Fee*
- *See Clean-Up on Page 3

Return completed application to: James B. Sanderlin Neighborhood Family Center, 2335 22nd Ave. S., St. Petersburg, FL 33712

(Money Orders Only - Payable to James B. Sanderlin NFC)

-Application begins on the next page-



EVENT SPACE RENTAL AGREEMENT

Please Print

Renter Information

Renting on behalf of: Individual For-profit Business Non-profit Organization

Name of Individual/Organization/Business: _____

Contact Person

Name: _____ **Phone #:** _____

E-mail: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Event Information

Type of Event: One-time Extended (multiple days) Reoccurring

Date/s of Event: _____

Start Time: _____ **Ending time:** _____ An additional 30 minutes for set-up and 30 minutes for breakdown is included.

Do you need extra time to set-up and breakdown? Yes No

Time of arrival for set up: _____ **Time of departure following break-down:** _____

Event description: (Use additional sheet or attach flyer as necessary)

Total # of guests anticipated: _____
of children anticipated _____ # of adults anticipated _____

Requested Space:

- | | |
|---|---|
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Courtyard (In Addition To Interior Space) |
| <input type="checkbox"/> Kitchen w/ Small Dining Area (In Addition To Interior Space) | <input type="checkbox"/> Playground (In Addition To Interior Space) |
| <input type="checkbox"/> Banquet Hall | <input type="checkbox"/> Co-Working Hub or Community Room |
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Computer Lab |

Please read and acknowledge all items on the attached Terms and Conditions.

EVENT SPACE RENTAL AGREEMENT

TERMS AND CONDITIONS FOR RENTING SPACE AT THE SANDERLIN CENTER

Please read and initial each item

User Responsibility – The individual or representative of the organization signing the agreement must attend the duration of the event and be the primary contact for the Sanderlin Center staff on duty. They will be responsible for the conduct of all participants, workers, volunteers and guests. The facility and any equipment must be used safely and properly at all times. They must insure that the facility is left clean and in good repair. In the event that the facility usage policies are not followed, the Center reserves the right to immediately terminate the usage with no refund.

Applicant is responsible for any damage caused by activity participants.

Children participating/attending the activity must be supervised at **ALL** times.

Set Up – Applicant is responsible for setting up all chairs and/or tables needed for activity unless the Room Set-Up Form is completed and submitted with your application.

Clean Up - All space used must be cleaned up within 30 minutes after the activity ends. All spills must be mopped up, all garbage must be dumped in the dumpster in the northwest corner of the Center rear parking lot and all table wiped off as needed. If you use the kitchen, all dishes, sinks, countertops and appliances should be wiped and washed and left as it was before your event began. All areas will be inspected by Sanderlin staff person prior to ending the event/program.

Alcohol Use - ABSOLUTELY NO ALCOHOL ON THE PREMISES.

Smoking – Smoking is not allowed inside the facility.

Kitchen Use – The user will be responsible for obtaining all necessary licenses and permits including any required Health Department permits for provision of food. Kitchen does not meet requirements for complete on-site food/meal prep.

Other Equipment - The user must obtain approval from the facility staff for locations of proposed decorations, use of tape on walls, and for use of electrical equipment, appliances or machinery. All equipment, structures and decorative items must be removed by the end of your event. Fees will be assessed for any clean-up or damages.

The Center retains the right to move activities to a different space according to Center needs.

Center will not be responsible for or accommodate booked activities due to late starts.

The Center does not provide meeting/activity items such as paper, pens, plates, cups, or cleaning supplies.

Own Risk; Indemnification and Hold Harmless – The use of the facility is entirely at user's own risk, and the Center makes no representations or warranties with respect to whether the facility is safe or suitable for user's intended use, nor will the Center be responsible for any of user's losses, damages, costs or expenses arising therefrom. User will defend, indemnify and hold harmless the Center, and its affiliates, subsidiaries, officers, trustees, employees and agents, from and against all claims, losses, damages, liabilities, costs, fees, taxes or expenses (including, without limitation, court costs and reasonable attorneys' fees) which may be incurred or claimed by any party as a result of, caused by, arising out of, or related in any way to user's use and occupancy of the facility. User will ensure that neither its activities, nor any alterations or damages it may cause to the facility, interfere with the Center's day-to-day operations and events conducted elsewhere in the building or other interior or exterior areas of the property at 2335 22nd Avenue South.

This is YOUR neighborhood center. Please treat the people, the building and our community with respect as you would want others to treat your family, home and friends. Thank You!

EVENT SPACE RENTAL AGREEMENT

TERMS AND CONDITIONS FOR RENTING SPACE AT THE SANDERLIN CENTER

Event Checklist	
For Individuals and For-Profit Business	For Non-Profit Organizations
<p style="text-align: center;"><u>Individual and For-Profit Business rentals apply to ALL of the following:</u></p> <p style="text-align: center;">*Check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program/Event/Activity/Meeting is held outside the Center's normal operating hours.* <input type="checkbox"/> Space is requested by a community member, employee or resident of the greater St. Petersburg area. <input type="checkbox"/> Space is requested by a for profit business or individual 	<p style="text-align: center;"><u>Nonprofit are exempt from fees if ALL of the following criteria are met:</u></p> <p style="text-align: center;">*Check all that apply</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program/Event/Activity/Meeting WILL be open the public. <input type="checkbox"/> Program/Event/Activity/Meeting is NOT a fundraiser. <input type="checkbox"/> Program/Event/Activity/Meeting time is held within the Center's normal operating hours.* <input type="checkbox"/> Additional fees apply for use outside the center's normal operating hours. <input type="checkbox"/> There will be no charge for admission. <input type="checkbox"/> No donation will be required to participate. <input type="checkbox"/> Organization is not a for profit business. <input type="checkbox"/> Event will be 2 hours or less (does not include clean up time). <p style="text-align: center;"><i>**If your event does not meet the criteria above, your organization is subject to the same rates as individual and for-profit businesses.</i></p>

Renter's Statement of Agreement

I, _____, fully understand the above information and agree to comply with the terms indicated.

Signature: _____ Date submitted: _____

Comments: _____

All fees must be paid in full 10 days prior to usage. If additional time is used beyond the time requested on the application, the Center will bill you.

For Internal Use Only

Application received by: _____ Date: _____

Application Reviewed and Approved by:

Executive Director: _____ Date: _____

Each application will be reviewed and you will be notified orally/in writing.

Verbal/Written Confirmation made by: _____ Date: _____