

# WEST VALLEY COMMUNITY CAMPUS

## Rental Terms and Conditions

(please keep for your records)

### Private Event/Activity Fee Schedule

All fees and deposits are due upon submitting a contract and are payable by check or money order only, payable to West Valley Community Campus. Reservations are not guaranteed until funds have been

Classroom	2 hours	1/2 Day (up to 5 hrs)	Full Day (up to 10 hrs)
Standard Rate	\$20/hour	\$50	\$100
Not-for-Profit	\$10/hour	\$25	\$50

Gymnasium	hourly	1/2 Day (up to 5 hrs)	Full Day (up to 10 hrs)
Standard Rate	\$20/hour	\$100	\$150
Not-for-Profit	\$10/hour	\$50	\$75

accepted

Small Office	hourly	1/2 Day (up to 5 hrs)	Full Day (up to 10 hrs)
Standard Rate	\$10/hour	\$20	\$40
Not-for-Profit	\$5/hour	\$10	\$20

Auditorium	hourly	1/2 Day (up to 5 hrs)	Full Day (up to 10 hrs)
Standard Rate	\$35/hour	\$150	\$200
Not-for-Profit	\$15/hour	\$50	\$75

**Athletic Fields** : Email for rates [rentals@westvalleycommunitycampus.org](mailto:rentals@westvalleycommunitycampus.org)

**Standard Rate** is everything that does not fall within the exceptions below:

**Charitable 501 C 3 organizations** will not be required to pay a rental fee for activities and events open to the general public free of charge (deposit still required). Said organizations holding fundraising activities and events will be charged a Not-for-Profit rate.

**Not-for-Profit Rate** is for groups or individuals with a public benefit (civic organizations etc). This may include activities that include participant fees so long as the fees are intended to cover the costs of the activity and are reasonably priced for the type of activity.

### Insurance

Commercial activities renters are required to provide an Additional Insured Certificate naming West Valley Community Campus as additional insured.

### **Public Activity Fee Schedule**

West Valley Community Campus charges a **10% usage fee** for all recurring fee based public activities. We will provide you with a sheet for your attendees to sign into at each class. We ask that you turn these sign in sheets into the campus office on a monthly basis by the **10th of each month** with accounting for the prior month. This fee schedule would apply to an activity such as a fitness or dance class.

***The Board of Directors of West Valley Community Campus reserves the right to approve or deny any rental application and/or waive the rental fee for any purpose it deems appropriate.***

### **DEPOSIT**

All groups will pay a deposit and comply with performance expectations to receive a refund. Write your check or money order payable to West Valley Community Campus as a separate check or money order from the rental fee.

The amount of the deposit depends upon the anticipated attendance of the event. Charges against the deposit will be made for damage to facility or equipment, additional cleaning, waste removal (including paper debris from restrooms), lost keys or usage overruns. Renter agrees to pay legitimate charges that exceed deposit amounts. Deposits are refunded within 2 weeks following the event.

1-49 people	\$75
50 - 99 people	\$100
100 - 199 people	\$125
200+ people	\$200

### **CANCELLATION POLICY**

If cancelled 6 weeks or more prior to the event - 100% refund of fees and deposit

If cancelled 4 weeks prior to the event - 50% refund of fees and deposit

If cancelled 2 weeks or less prior to the event - no refund of fees but deposit will be returned

### **GARBAGE AND RECYCLING**

Renters are responsible for providing additional garbage and recycling receptacles for their event. Renters will be responsible for removing all garbage and recycling from the WVCC facility and grounds after the event is over. If any garbage is left there will be a \$10 fee per bag deducted from the deposit.

### **SET UP AND BREAK DOWN**

The renter is responsible for all set up of space. Tables and chairs are available for use. Cleaning of the room(s) after an event is the responsibility of the renter and must be done during the contracted event time. If the rental time, including clean up, exceeds the rental period stated on the contract, the renter agrees to pay additional rental charges and the sum of which will be taken out of the deposit. If damages/rental time exceeds the deposit amount the renter agrees to pay all charges.

### **DISPLAY AND DECORATION MATERIALS**

Signs, notices, posters, artwork or other material may not be nailed, stapled, tacked or taped to the interior or exterior of the building without written approval. Renter may not mark upon, paint signs or murals upon, cut,

drill, staple into, or in any way deface the walls, ceilings, partitions or floors of the facility. Any defacement, damage or injury caused by the renter, their agents, employees or guests shall be paid for by the renter.

### **PROMOTIONAL MATERIALS**

All promotional materials such as posters, newspapers, ads and other printed materials that mention the West Valley Community Campus must first get approval of the WVCC Board of Directors and they may not be placed in any area that is a violation of city policy or code or serves as a general nuisance to the community.

### **SMOKING POLICY**

The West Valley Community Campus and Grounds is a non smoking facility. Smoking anywhere in the facility or grounds is strictly prohibited. If any renter or guests are found to be smoking on any grounds or in the facility the renter may forfeit the entire deposit and event may be terminated immediately.

### **ALCOHOL**

The renter must complete an Alcohol Use Agreement Form at least 2 weeks in advance if you intend to serve alcoholic beverages. If you plan to do so one of the following conditions must be met:

- All licensing requirements and regulations under OLCC are met and a liquor license is posted through the event

OR

- The event is private, by invitation only and not open to the general public

Beer and wine are the only allowable alcoholic beverages. Under no circumstances shall alcoholic beverages be consumed outside the building.

Renter takes full legal responsibility as host of the event and agrees to indemnify and hold harmless the West Valley Community Campus. Renter will hold harmless West Valley Community Campus from any and all liability arising from the serving or sale of alcohol on the premises.

***Renter will supply liability insurance that specifically covers alcohol consumption and lists both West Valley Community Campus as additionally insured for public events.***

### **ANIMALS**

Absolutely no animals are allowed within the building unless it is an authorized service animal and written consent of the WVCC Board of Directors is first obtained.

### **NOISE**

No persons occupying the premises shall disturb the occupants of adjoining spaces, premises or neighbors by the making of loud or improper noises, except as contemplated by the allowed use.

### **EXIT OBSTRUCTIONS**

The exits shall not be obstructed in any manner and shall remain free of any materials or matter where its presence would obstruct or render the exit hazardous. This means do not block staircases, ramps, doors or designated points of egress so that they cannot be safely used in case of an emergency.

### **LIABILITY**

The renter agrees to assume all liability for losses, expenses, damages or claims in connection with or arising out of injury or damage sustained or alleged to have been sustained by any person, corporation, firm or company or any damage or alleged damage to property in connection with the occupancy, maintenance or use of all or any part of said premises by the agent, officers or employees of the organization or individual leasing this property. Renter shall indemnify and hold harmless the West Valley Community Campus including its agents, employees and volunteers from any and all such losses, expenses, damages, demand and claims; shall defend any suits or actions brought against any of them based on any such alleged injury or damage; and shall pay all damages, costs and demands including attorney fees in connection therewith or resulting there from.