



ASIAN COUNSELING and REFERRAL SERVICE

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www.acrs.org

RENTAL CONTRACT

Please attach a copy of your Rental Application to the front of this Contract.

Rental Rates and Scheduling:

- All room rentals at ACRS are on a first come, first serve basis. If you are scheduling for an event that occurs during ACRS business hours, priority is given to ACRS-related activities.
- All rates are hourly. Rates for the rooms are as follows:

Gym (Room 150) (160 people max)	150/hour	Large Room A (Room 126) (50 people max)	100/hour	Medium Room (Room 212) (22 people max)	60/hour
Comcast Lift Zone (Room 106A&B) (60 people max)	120/hour	Large Room B (Room 301) (40 people max)	100/hour	Small Room (Room 124) (10 people max)	40/hour
Computer Lab (Room 117) (27 people max)	100/hour	Large Room C (Room 246) (30 people max)	80/hour	Art Room (Room 123) (14 people max)	45/hour

Staff Fees:

- If your rental occurs outside of normal business hours during the week or on a weekend, you will be charged a staffing fee of \$35/hr for each staff. We reserve the right to request a minimum of 2 staff present during your event and reserve judgement for additional staff depending on event type and crowd size.
- Staff who work an event outside normal business hours are paid for ½ hour before and after the event (1 hour total).

Your ACRS room rental includes:

- During normal business hours, an on-site ACRS staff in the front lobby to help direct guests during your rental time.
- Tables and chairs are available for your meeting or event.

Payment Schedule:

- Full rental payment, along with a separate returnable check for the deposit, is due when the Rental Contract is submitted.
- Payment methods include check, cash or credit card (Visa/MasterCard).

Damage and Cleaning Deposit of \$250:

- Room rentals at ACRS will require a deposit, which can be refunded back to you after your reservation as long as there is no damage and space rented is cleaned within rental time frame.

Proof of Nonprofit Status

- Renter agrees to provide documented proof of nonprofit status to be submitted on or before submittal of this signed contract. Proof of nonprofit status can include a current IRS determination letter.

Cancellations and Refunds:

- ACRS reserves the right to cancel the reservation at any time if there is a breach of this contract. ACRS reserves the right to cancel any reservation with 30 days notice. You will receive a full refund if ACRS cancels the reservation.
- If you cancel your reservation with at least five business days notice, ACRS will issue a refund minus 10 percent of total rental fees to cover administrative costs. If you cancel your reservation less than five business days notice, you will lose your deposit or a 25 percent cancellation fee will be assessed, whichever is greater.
- Cancellations must be made either in person, via email, via fax with a confirmed signature or via phone with confirmation from authorized ACRS administrative management.

Liability Insurance:

- Renter hereby agrees to be responsible for any and all claims, liability and/or damages as related to the use of the facility.
- ***Renter hereby agrees to secure commercial general liability insurance coverage with limits no lower than \$1 million combined single limit per occurrence/claim and aggregate respectively. The insurance coverage is to be placed with insurers with an A.M. Best rating of no less than A:VIII, with a deductible no higher than \$2,500 per occurrence/claim. A certificate of insurance and the additional insured endorsement verifying that such coverage is in force, and with ACRS added on as additional insured must be furnished to ACRS prior to the occupancy and/or use of ACRS facilities. ACRS has to be given 30 days advance notice of the cancellation of such coverage.***
- Renter hereby agrees to indemnify and hold harmless ACRS, its officers, directors, employees, agents and contractors from any and all claims, liability or damages arising from or relating to the event, or any acts or omissions of the Renter's members, guests of the organization at the event or any other person attending the event.
- ACRS reserves the right to collect a damage deposit for any and all activities and hold the deposit as deemed necessary upon discretion by ACRS.

Activities:

- Please use ACRS rooms and activity centers only for the specific activities listed on the rental agreement. Failure to disclose additional information may result in removal from ACRS premises or cancellation of the reservation without a refund.
- Event posters and signage are permitted on the day of event. Please use tape that will not damage building walls and surfaces. Do not put holes into the walls or floors. Any damages to walls or floors may result in forfeiture of your deposit. All event posters that are displayed must be taken down by the end of your rental time.
- You are responsible for the set-up, clean up and takedown of all of your own equipment, and the time involved completing the tasks. Please be sure to include this in the rental period.

Event Parking:

- ***No parking is available for rentals during ACRS business hours.*** As an environmentally-conscious organization, ACRS strongly encourages the use of public transportation and carpooling.
- After-hour rental guests may be permitted to use on-site parking including the Upper and North Lots.
- There may be side-street parking available during and after ACRS building hours.

Inspections:

- An ACRS representative will conduct a walk-through of the rented space(s) with you to ensure agreement on the condition of the facility prior to your use.
- You must restore the facility to its original condition. You are responsible for stacking chairs and putting tables on their appropriate racks or putting the room back together according to the diagram posted outside of each room.
- You must take the garbage generated from your event out of the building and empty it into the dumpster. **Please recycle and compost as appropriate.**
- Following the facility rental, ACRS staff will conduct a walk-through in the areas you rented to ensure all conditions are met. Failure to do so may result in forfeiture of your deposit or additional charges based on damages.

Commercial Kitchen:

- Outside catering services must be approved by ACRS. If you are planning on using outside catering services to prepare food in the commercial kitchen, please note that it is the renter's or caterer's responsibility to obtain a banquet permit and/or food handler's license.
- ACRS requires a copy of the caterer's food handler or catering license to use the commercial kitchen for your event.
- All food preparation must be done in the commercial kitchen.
- Renters are also responsible for kitchen clean up following their event.

Liability:

- ACRS is not responsible for any injuries related to your rental.
- ACRS is not responsible for any lost, stolen or damaged personal items during your rental period. During building hours there will be numerous ongoing activities. Please be mindful of anything you bring into the building so that it will not get lost or misplaced.
- In the event that there are damages arising from the use of ACRS' room space or equipment, for any reason, ACRS reserves the right to deduct from the deposit and assess any additional fees based on the degree of damage to the equipment or room.
- **The use of alcohol or any illegal substances is strictly prohibited on the ACRS premises.**

You (or a designated person) are responsible for making sure your group leaves at the end of the rental period. As the renter, you (or designated person) must be the last person in your group to leave the facility.

Additional contract requirements: _____

ACRS is a community organization for everyone. Please be respectful to ACRS visitors and staff, who may be working or receiving agency services during your event. Renters and building users should conduct themselves in a courteous, mindful manner and treat others as they would like to be treated. ACRS reserves the right to terminate any event where behavior interferes with our service mission.

I have read, understood and agreed to this rental contract and will pay the rental rates as stated.

Authorized Signature: _____ Printed Name: _____

Title: _____ Date: _____

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Signature of Authorized ACRS Representative: _____

ACRS does not and will not discriminate on the basis of age, ancestry, color, creed, disability, gender identity, marital status, national origin, parental status, political ideology, race, religion, sex, sexual orientation, use of a service animal, military or veteran status. Information provided on this application will not be used for any discriminatory purpose. Equal access to programs, services and employment should be made available to all persons.