



RENTAL AGREEMENT & WAIVER
201 Compton Dr, Branson MO 65616
Phone: 417-337-8510 Fax: 417-336-1254

Check One	Facility	Rate	Seats (approx.)	Square Ft
	Community Hall	\$80 for 4 hours \$10 each additional	100 w/ tables & chairs	Approx. 3500 sq ft
	Classroom	\$20 per hour	25	
	Card Room	\$10 per hour	10	

Date Requested _____ Time In: _____ am/pm Time Out: _____ am/pm

Purpose of Use _____ Expected Attendance _____

Name Making Reservation: Persons in charge MUST BE in attendance.

Name _____ Email _____

Name of Organization _____
 (if applicable)

Address _____
Street city Zip

Phone: Home _____ Work _____ Cell _____

Refund Policy

To request a refund you must give a minimum of 48 hours' notice in advance of your scheduled reservation. To receive a refund, please call or stop by the Community Center during business hours of 8:00am to 4:30pm Monday through Friday.

Office Use only: _____

For office use: Paid: check cash charge Amount: _____ date _____ staff initials _____

Damage and Responsibility Waiver

Please read and sign:

I, the undersigned, assume the responsibility for damage that may be caused by this group and agree to reimburse the City of Branson for same within 10 days of being billed for it by the City. I understand that I have limited use of the kitchen and that I can only use the refrigerator, sinks and ice machine. I agree to assume liability for damage as ascertained by the Parks Director. Failure to reimburse the City of Branson for damage shall result in charges being filed by the City Prosecutor as well as possible civil action in state court. I have read the rules and understand and accept them. I assume responsibility for the conduct of this group.

Signature

Please note:

During hours in which the City offices are open, persons in charge of activity are accountable to the Branson Parks & Recreation Dept.

At any time an activity becomes an interference with City business or when conduct is not in accordance to accepted standards, such activity will be halted and all persons will be removed.

GENERAL LIABILITY RELEASE

I, _____, the undersigned, in consideration of receiving permission from the CITY OF BRANSON, to engage in athletic events, participation in community service, or to engage in the utilization of any of the services and facilities of the CITY OF BRANSON, the receipt of such permission being hereby acknowledged and in further consideration of receiving permission to participate, the undersigned does hereby release the CITY OF BRANSON, its agents, officers, servants, and employees, of and from any and all liability, claims, demands, actions, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the undersigned, while in, on, or upon the premises or engaged in such activities, owned by, sanctioned by, or under the supervision of the CITY OF BRANSON.

The undersigned being duly aware of the risks and hazards inherent upon engaging in such activities or participating in such activities, hereby elects voluntarily to enter upon the premises, and to engage in or participate in such activities knowing that said activities or participation may be hazardous. The undersigned hereby voluntarily assumes all risks of loss, damage, or injury, which may be sustained as the result of such participation and activities.

NOW, THEREFORE, in consideration of the premises extended to me by the CITY OF BRANSON, through its officers and agents for such participation, I do hereby for myself, my heirs, personal representatives, remise, release, and forever discharge the CITY OF BRANSON and all of its officers, agents, and employees, acting officially or otherwise, from any and all claims, demands, actions, or causes of action, on account of any injury to me which may occur from such activities or participation.

THIS IS A RELEASE – I HAVE READ AND UNDERSTOOD BEFORE SIGNING.

Signature _____ Date _____

BRANSON COMMUNITY CENTER POLICIES & PROCEDURES

Rental Rules

1. Set up, take down and clean-up **MUST** be completed within your rental time.
2. Use of alcoholic beverages, smoking and gambling are prohibited.
3. You have access to the coffee pot, microwave, refrigerator and ice. You must bring your own coffee supplies. (coffee, filters, cups sugar, etc)
4. Political activity other than City or County may be permitted only if approved by the Board of Alderman.
5. The furniture, chairs, and tables assigned to the facility may not be removed from the facility.
6. All groups are required to sign a liability waiver. Organized groups and national associations are required to show proof of insurance before rental (certificate of general liability insurance listing the city as additional insured).
7. Rates for groups, which meet at the Community Center, are subject to review on a yearly basis.
8. Class instructors/chairman for non-profit or social groups are to collect fees when applicable and turn over to the Community Center Staff.
9. All groups, which meet at the Community Center, are subject to review and may be asked to vacate the building due to disruptive behavior.
10. A janitorial service charge is applicable for use of the Community Center for charitable, community or nonprofit civic organizations.
11. Balloons are not allowed to be **released** anywhere on property.
12. Only battery operated candles are permitted.
13. Fees must be paid at the time of the booking. No reservations can be entered in without the full payment.

Check List for Community Center Users

BEFORE you leave the Center make sure these things have been done:

- Tables, chairs, and equipment returned to original location (including the storeroom).
- Tables cleared and wiped down with eight chairs placed around each table.
- Trash taken to dumpster and plastic can liners replaced.
- Coffee maker turned off and coffee pot washed.
- Floor messes swept and spills mopped. (Broom and Mop available in the Janitor Closet)

THINGS TO BRING:

coffee supplies

55 gal trash liners

dish soap & dish rags

silverware and utensils

paper products

table clothes (if you prefer)

