



Junior League of Boca Raton
261 NW 13th Street, Boca Raton, Florida 33432
Tel: (561) 620-2553 Fax: (561) 620-2554
Vegso Community Resource Center Rental Agreement

Date: _____

Organization/Individual: _____ (“Renter”)

Contact: _____

Address: _____

Telephone (Day): _____ Cell Phone: _____ Fax: _____

Are you a Junior League of Boca Raton (JLBR) member? Yes _____ No _____

Corporate ___ Private ___ Non-profit ___ Tax Exempt ___ (attach tax exempt certificate)

Function Date: _____ (Maximum number of people for a function is 125.)

Hours: _____ to _____ (Please allow for set-up and clean-up in your time request.)

Lock-up time: _____ (\$20 lock fee will be assessed for programs concluding after office hours)

Room(s) requested: Board Room _____ Community Room _____

* please see Rules and Regulations for room rental rates.

Will your group need access to the kitchen? Yes _____ No _____

Any other needs/requirements:

Type of function: Meeting _____ Training _____

of people: _____ (Maximum number of people allowed is 125).

The undersigned, Renter, in consideration of the rental of the VCRC described herein, and other good and valuable consideration, does hereby covenant and agree as follows:

- All terms of the JLBR’s Vegso Community Resource Center Facility Rental Rules and Regulations are incorporated by reference into this Rental Agreement.
- In the event of any conflict between the terms of the Rules and Regulations and the express provisions of this Agreement, the express, applicable provisions of this Agreement shall control. JLBR reserves the right, without the approval of renter, to rescind, add to and amend any rules or regulations, to add new reasonable rules or regulations and to waive any rules or regulations with respect to any tenant renter. Renter shall provide a copy of the rules and regulations to each of its employees to facilitate compliance with these standards.
- If you require any special setup (i.e.: more than 30 chairs, table removed or additional tables) there will be a \$40 fee.
- Rental equipment may be dropped off /or picked up during JLBR office hours. JLBR office hours are Monday – Friday, 8:30 am – 4:00 pm. Any special requests/arrangements must be made with the JLBR office prior to your event. Damages to VCRC equipment, if any, shall be assessed to Renter as provided in the VCRC Rules & Regulations. VCRC hours are subject to change without notice.

- A non-refundable scheduling fee of \$25 is required to confirm the rental date.
- Cancellation of this Rental Agreement must be received in writing by the Junior League of Boca Raton fourteen (14) days prior to the date the event.
- Any sales, use, rental taxes, or assessments, assessed by any governmental or administrative agencies shall be paid by the Renter. This provision shall survive the term of this Agreement.
- ***Please make check payable to the Junior League of Boca Raton.***
- ***Full payment is due 14 days prior to the event.***
- ***The premises will be provided to the renter under the terms of the attached JLBR Vegso Community Resource Center Facility Rental Rules and Regulations.***
- Under no circumstances should the building be vacated before someone arrives to lock up.
- You are fully responsible for the building until you have been checked out by JLBR employee.
- If you leave the building before attendant arrives to lock up, or violate any of the terms of the rules and regulations, the JLBR reserves the right to cancel all further rentals to your group.
- THIS AGREEMENT IS FOR SHORT TERM HOURLY USE OF THE FACILITY ONLY, AND DOES NOT GRANT THE RENTER THE RIGHTS TO POSSESSION OR EXCLUSIVE OCCUPANCY OF THE PREMISES NOR DOES THIS AGREEMENT REPRESENT ANY CONVEYANCE OF A LEASHOLD INTEREST IN THE FACILITY. THIS AGREEMENT IS NOT A LEASE. NO NOTICE SHALL BE REQUIRED TO REMOVE THE RENTER FROM THE FACILITY AND RENTER WAIVES ANY RIGHT TO WRITTEN NOTICE FOR REMOVAL.

BY SIGNING THIS RENTAL AGREEMENT RENTER AND/OR RENTER'S ORGANIZATION ACKNOWLEDGES RECEIPT OF THE VCRC RENTAL RULES AND REGULATIONS AND ACCEPTS THE TERMS OF SUCH RULES AND REGULATIONS IN THEIR ENTIRETY.

Scheduling Fee: \$ _____ **Lock-up Fee:** \$ _____ **Set-up Fee:** \$ _____

For credit card payments: Visa _____ Master Card _____ Amex _____

Card # _____ Expiration date: _____

Name: _____ Organization: _____

Signature: _____

JLBR Representative: _____

For JLBR use only:

Date Scheduling fee received: _____ **Method of payment:** _____

Copy of Rules and Regulations and Rental Agreement provided to renter: _____

Renter's Certificate of Insurance provided to Junior League of Boca Raton, Inc?: _____