

**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.
* 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.***
* You are fully responsible for the building until you have been checked out by JLBR employee.
* If you 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 INTERST IN THE FACILITY. THIS AGREEMENT IS NOT A LEASE. NO TOTICE 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CCV Code: \_\_\_\_\_\_\_\_\_\_\_\_

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?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_