



The Villages of Benning Event Room Rental Agreement

Date of Event: _____ Start Time: _____ End Time: _____

Type of Event: _____ # of Guests: _____

Resident Name: _____

Resident Address: _____

Organization (if applicable): _____

Event Room (check one): Custer Village Indianhead Village McGraw Village Patton Village

Phone Number: _____ Email Address: _____

Facilities Rental Policy

Purpose: The Villages of Benning has multiple facilities designed for the use of the residents. The following policy will dictate the use, cost, and rules that govern the rental of these facilities.

General Guidelines:

- The property manager reserves the right to deny the use of any facility for any reason.
- All facility rentals are for use by Villages of Benning residents only. A rental fee of \$50.00 will be required. This fee is non-refundable. Charges for cleaning or damages will occur if the resident fails to return the facility back to the original condition. Reservation paperwork must be completed and deposit check received to confirm reservation.
Check/MO # _____
- A reservation can be made no more than 60 days prior to use of the facilities.
- Only one reservation can be made at a time per household
- The available rental hours are from 8:30 am until 10:00 pm.
- All facilities are for personal use only. In accordance with installation regulations, the use of the event rooms as a showroom or store for the sale of goods or services is prohibited. In addition, advertisements citing address or telephone numbers of commercial activities conducted on the installation (i.e. business cards) is prohibited.
- Reservations are not available for the Community Pool, Game Room or Fitness Center.
- Alcoholic beverages are not allowed.
- All facilities are nonsmoking facilities.
- No pets are allowed in the facilities.
- Any inflatables must be approved by the Property Manager.
- Residents must be over 18 years of age to reserve the facility
- Management has the right to make any and all judgments regarding excessive noise and/or disturbance emitting from the facility.

Key/Alarm Code: If your event begins before opening or extends past closing hours, you will be required to check out a key for the facility, and we will issue a four digit alarm code to access the alarm system on the day of the event. (Business hours: 8:30am-5:30pm/Monday-Friday). It is mandatory to activate the alarm system when leaving the premises. Failure to do so may revoke future reservation privileges and will result in a \$25.00 Minimum fee. In the event that the alarm is triggered and a staff member has to respond to an ADT call, a \$25.00 lock out fee will be applied. Keys must be returned to the facility on the next business day by 12:00 noon. Failure to return them will result in a \$25.00 fee for each day that they are not returned.

Key # _____

The Resident assumes full responsibility for the conduct of guests and the condition of the facility during and upon termination of the use of the facility. Management will not be held liable for any personal property damage or injury that occurs as a result of the resident's use of the facility.

I have read, understand and agree to comply with the rules outlined above and the attached check out and cleaning guide.

Resident Signature: _____ Date: _____

Updated: 1/2017



Check Out and Cleaning Guide

You are responsible for your own set up and clean up. If additional cleaning is required directly after your usage, a cleaning charge (minimum charge of \$25.00) will be accessed.

Please read carefully and follow this list as it applies to your event:

- **Furniture:** Furniture shall be moved with the provided furniture trolley to avoid scratches and scuff marks on the flooring. Please return the furniture to the same way you found the room.
- **Event Room/Side Porch:** Please sweep, mop and wipe down all tables to remove crumbs and spills. A broom, mop and bucket is located in the janitor closet located in the hallway, near the restrooms. Remove all decorations, signs and balloons.
- **Energy:** Turn off all lights and make sure all appliances are OFF.
- **Kitchen:** Wipe down counters and sink, clean appliances as necessary and sweep and mop floor.
- **Garbage:** Garbage bags will be supplied. Dispose of trash bags in garbage cans located in holding area in the parking lot of the Facility. Garbage must be removed from kitchen, event room, side porch and bathrooms.
- **Bathrooms:** Sweep and mop as needed. Please clean sink and vanity area. Check all stalls for flushing needs.
- **Security:** Close and lock all doors and windows. Set alarm when exiting the building.
- **Keys:** Return keys to management office no later than 12:00 noon the following business day.

Emergencies: *In case of emergency please call the 24 Hour Maintenance Number at 706-685-3929.*

In case of life threatening emergency, please call 911