



THE LONE TREE HUB FACILITY RENTAL AGREEMENT



_____ (print)(Lessee) and South Suburban Park and Recreation District (SSPRD, Lessor) agree as follows:

1. Lessor will ensure that the rented facility is in suitable condition for the Lessee's intended use and that Lessor provided set-up is completed by event start time. Additional setup and clean up times need to be planned and included in the contract price. **Initial for understanding:** _____
2. Lessee will comply with all applicable rules, regulations, and policies of Lessor.
3. Lessee shall provide proper supervision, ensuring the protection of persons and property in its care, enforcement of facility rules and regulations, and the restriction of all participants to authorized areas.
4. During the time the facility is being used by the Lessee, the lessee is responsible for all accidents, injuries, damages or loss of property. Damages to SSPRD property will result in an additional fee. South Suburban and its designated representative shall be held harmless for any and all claims resulting from the use of the facility. Lessee may be required to have liability insurance and a present Certificate of Insurance prior to use.
5. No commercial concessions shall be operated or donation requests of any kind made of the public on the premises. Programs, circulars, pamphlets, handbills, etc., shall not be sold or contain advertising without prior Lessor's approval.
6. Lessor does not discriminate on the basis of race, color, religion, national origin, sex, age, veteran status or disability.
7. **Cancellation and Refunds:**
 - a. The Lessor reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause, or for failure to comply with any of the foregoing. In such cases, Lessee will, upon request, immediately remove all persons and equipment from the facility.
 - b. The Lessor reserves the right to cancel this agreement upon a 48-hour written notice to the Lessee, in which full refund will be granted, or in case of an emergency when as much notice as possible is given with a full refund being granted.
 - c. Cancellations made by Lessee within 48 hours of the event may not qualify for a full refund of rental fees.
8. Literature advertising any program for which the facility is rented should state: "South Suburban Park and Recreation District does not necessarily endorse the content or the instructor for any class or program held at any South Suburban Parks and Recreation facility."

I have read the above statements and fully agree with and accept all responsibility for the terms and conditions of this agreement.

Printed Name of Lessee	Date
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Signature of Lessee	Date
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Signature of South Suburban Representative	Date
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For Lone Tree Hub Staff Only
Rental Invoice



Customer Name:

Organization:

Customer Phone:

Customer Email:

Rental Details:

Room/Space:

Attendance:

Date:

Event Time:

Tables/Chairs:

Event Details:

Fee Details

Hourly Rate: \$ Description:

Setup Fee: \$ Description:

Add. Equipment: \$ Description:

Additional Fee: \$ Description:

Grand Total: **\$** Description:

Payment Details

Circle One: Cash Check Visa/MasterCard/Discover

Payment Received by and Date: