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

________________________________________  ____________________________
Signature of Lessee                  Date

________________________________________  ____________________________
Signature of South Suburban Representative  Date
Customer Name: 

Organization: 

Customer Phone: 

Customer Email: 

**Rental Details:**

Room/Space: 

Attendance: 

Date: 

Event Time: 

Tables/Chairs: 

**Event Details:**

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

**Fee Details**

<table>
<thead>
<tr>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Rate:</td>
</tr>
<tr>
<td>Setup Fee:</td>
</tr>
<tr>
<td>Add. Equipment:</td>
</tr>
<tr>
<td>Additional Fee:</td>
</tr>
<tr>
<td><strong>Grand Total:</strong></td>
</tr>
</tbody>
</table>

**Payment Details**

Circle One:   Cash  Check  Visa/MasterCard/Discover

Payment Received by and Date: