Kilowatt Community Center
Facility Rental Agreement

OFFICE USE ONLY

Date Submitted: _____

Final Walkthrough: _____ Staff Initial _____

This application form must be filled out and returned to the KCC at least one week in advance of the requested date. The individual filling out this form (Contact) must be an adult and must sign and date at the bottom. All youth participating in a rental at the Center must have adult supervision at all times.

Contact Information:

Contact _____Date _____

Address _____City _____State _____Zip_____
Home Phone _____Work Phone_____
Name of group (if applicable) _____
Nature of Event (meeting, banquet, birthday, etc) _____
Date of Event _____ Start Time _____End Time _____
Total Hours _____ Anticipated Number of People _____

Facility Information:

❒ One Meeting Room w/Kitchen
❒ One Meeting Room w/o Kitchen
❒ Both Meeting Rooms w/Kitchen
❒ Both Meeting Rooms w/o Kitchen
❒ Small Conference Room
❒ Kitchen
❒ Multi-purpose Room
❒ Pool
❒ Fitness Area
❒ Racquetball Court

(Indicate Room Set-up)

Additional Equipment/Supplies:

_____ Round Tables (20) _____ Podium (2) _____ TV/VCR (1)

_____ Banquet Tables (2) _____ Dry Erase Board (1) _____ Screen (1)

_____ Microphone (1) _____ Overhead Projector (1) _____ Wireless

_____ Chairs (220) _____Other: _____

Liability and Waiver Agreement

I have read the rental agreement rates and rules (attached) pertaining to the use of the above-described facilities and agree to be responsible for compliance with such rules and to assume responsibility for any damages and/or maintenance costs. Furthermore, I hereby waive any and all liability the Kilowatt Community Center may have and waive any and all damages against the Center related to the rental of the facility. This rental agreement includes the right for the Center personnel to search bags and/or personal property if they suspect there may be illegal or prohibited items.

_____ _____
Contact's Signature *Date* *KCC Staff's Signature* *Date*

_____
Director's Signature *Date*