

**James Valley Community Center (JVCC)**  
**General Rental Agreement & Facility Rental Deposit/Payment Agreement**  
**300 W 1<sup>st</sup> Ave.**  
**Mitchell, SD 57301**  
**605-995-8048**

This agreement is entered into between \_\_\_\_\_ and the JVCC.

The facility has been reserved for the following date and time:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

The JVCC hours of operation are Monday thru Friday from 8:00 am – 4:30 pm. Rentals may occur at any time, but are subject to the approval of the Director. Must be at least 21 years old to rent the JVCC.

- The JVCC will have the facility clean prior to use by the group.
- Equipment included in the rental – tables & chairs.

**Use of facility coffee machine, bingo machine, popcorn machine, ice machine, pool tables and dart machines is NOT allowed.**

THE RENTAL PARTY AGREES TO THE FOLLOWING STIPULATIONS FOR USE OF THE JVCC:

1. A responsible adult must be on site throughout the event.
2. JVCC is a smoke & alcohol free facility. Smoking is prohibited inside the building per state law and no alcohol beverages of any kind are permitted inside or outside facility at any time.
3. No Staples, tape, nails or paper clips are to be used on the walls, ceiling, doors or windows.
4. No candles are allowed.
5. Set up tables & chairs as they were when you entered the facility for rental.
6. Any equipment utilized must be accounted for & returned to its original location.
7. All spills must be cleaned up immediately.
8. Pick up all garbage and place trash in the outside dumpster.
9. Wash off tables, chairs and clean glass if fingerprinted.
10. Sweep and mop the floor in all areas used.
11. Clean bathrooms if mess was made by renter.
12. Wash all countertops.
13. Clean up carpet stains.
14. Vacuum rugs.
15. Shut off all lights.
16. Lock all outside doors.

Cleaning supplies include: broom, mop & bucket (located in janitors closet next to the restrooms). Garbage cans and liners must be emptied into dumpster outside the south facility door and ready for use.

Completed rental forms must be submitted a minimum of two weeks prior to the rental. Rental agreements are made on a first come, first serve basis and are only secured by payment of deposit.

A \$100.00 cancellation fee will be charged to persons who have confirmed rentals at the JVCC and cancel with less than 72 hour notice from the events scheduled start time.

Prior to the event it is the renter's responsibility to make arrangements with the JVCC staff to have a tour of the JVCC for orientation of the facility usage. This includes entry key/keys, contacts and explanation of contract regulations.

Keys must be picked up at the JVCC office Monday – Friday between the hours of 8:00 am - 5:00 pm.

Each renter is responsible for making their own arrangements with caterers. Caterers/organization must provide their own catering supplies and staff members.

The renter shall preserve and maintain the facility in good condition. Renter shall neither permit nor commit waste of the facility. Renter shall use the property exclusively for the listed function.

Renter covenants and agrees that it will indemnify and hold the JVCC harmless from all liability of any kind arising from renter's use of the facility. If the JVCC determines prudent, renter shall provide the JVCC with proof of liability insurance covering renter's liability for its use of the premises and naming the JVCC as an additional insured.

The JVCC reserves the right to enter and inspect the facility at any time.

JVCC staff will inspect the facility following the rental parties use of it and determine the condition of the facility. A \$150.00 damage deposit is required to secure the rental date and may be used for cleanup (if needed). An additional fee of \$25.00 per hour will be charged for any clean up that was not performed by the renter. If the facility is found to be unsatisfactory JVCC will keep the \$150.00 damage deposit and access damages over and above the \$150.00. **Deposit check must be separate from the rental check. No money will be refunded until final inspection of facility.**

By signing this document I acknowledge that I understand and agree with the contents and disclosures of the general rental agreement and facility rental deposit/payment agreement. Failure to abide by these conditions will terminate this reservation.

**PLEASE BE AWARE THAT THIS CONTRACT WILL NOT BE APPROVED UNTIL THE DEPOSIT HAS BEEN RECEIVED.**

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Renters Signature

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JVCC Staff

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Renters Name (print)

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Date

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Date

<b>AREA TO BE RENTED (Capacity)</b>	<b>After Hours Rate</b>	<b>Member After Hours Rate</b>	<b>Operating Hours Rate</b>	<b>Member Operating Hours Rate</b>
_____ General Purpose (80)	\$100	\$75	\$75	\$50
_____ North Activity Room (54)	\$60	\$50	\$50	\$40
_____ Conference Room (15)	\$35	\$25	\$25	\$15
_____ Sunroom (21)	\$35	\$25	\$25	\$15
_____ Deli Area (24)	\$35	\$25	\$25	\$15

\*\*\*All Rental rates are based on a 4 hour rental agreement and do not include tax. Prices double for any time over 4 hours. Set up will be allowed one (1) hour before the event. If a longer set-up time is necessary, renter will be charged at the 4-hour rental rate additionally.

**OPTIONAL EQUIPMENT NEEDED**

_____ Coffeemaker (supply your own coffee) \$15.00	_____ Podium \$15.00
_____ Smart Board \$25.00	_____ Screen \$15.00
_____ Tables & chairs set up \$25.00	_____ TV \$10.00

Rental \_\_\_\_\_ Optional Equipment \_\_\_\_\_ **Total Fee** \_\_\_\_\_

Activity Being Held \_\_\_\_\_

Check-In Time \_\_\_\_\_ Closing Time \_\_\_\_\_

Name of Renter \_\_\_\_\_ Person Responsible \_\_\_\_\_

Renter's Telephone \_\_\_\_\_ Renter's Address \_\_\_\_\_

Name of Caterer (if applicable) \_\_\_\_\_

**OFFICE INFORMATION**

Date Deposit Paid \_\_\_\_\_ Payment Method:  
Cash or Check # \_\_\_\_\_

Date Deposit Returned (if applicable) \_\_\_\_\_

Date Rental Paid \_\_\_\_\_ Payment Method:  
Cash or Check # \_\_\_\_\_

Date Key Checked Out \_\_\_\_\_ Date Key Returned \_\_\_\_\_