

Bellflower Community Center Rental Agreement

Rental of Facilities

The Bellflower Community Center facilities are available for rent in accordance with rules, regulations and rental rates established for their use. These rules include:

- Completion of the Facility Rental Request below.
- Washing and putting away all cooking equipment, utensils, dishes, dish cloths, and towels that are used.
- No leaning of tables or chairs against the walls.
- No use of tape of any kind on ceiling or walls in the cafeteria.
- No use of balls or other toys, games, or equipment in the cafeteria that may cause damage.
- Leaving the facilities in as good of condition as they were upon rental.
- No use of tobacco, narcotics and other substances, firearms, alcohol or gambling.
- Payment of quoted rental fees in full at least 3 days prior to the opening of the facility on the date(s) of use.
(NOTE: Rental is not confirmed until quoted rental fees have been paid in full.)
- Payment of any additional fees within 7 days after the event.

The individual signing the Facility Rental Request agrees to pay for any additional service fees or damage to the building or facilities during the time of rental. If fees and/or cost of damages are not paid, the individual / group will not be permitted to rent in the future.

The individual or group renting the Community Center facilities is responsible for providing liability insurance coverage. The Village of Bellflower does not provide liability insurance during facility rentals.

Rental requests are administered by the Bellflower Community Center Building Manager. Requests will be approved or rejected after full consideration of availability of facilities.

Facility Rental Request

Complete the Facility Rental Request below and return to the Bellflower Community Center Building Manager with payment in full at least 3 days prior to the rental date(s). **Checks should be made payable to Village of Bellflower.**

Name of Group: _____

Name of Individual Making Reservation: _____

Address: _____

Phone: _____ Email: _____

Date(s) Requested: _____ Hours Requested: Time In: _____ Time Out: _____

Check needed areas: Cafeteria / Kitchen Gymnasium Classroom
 Entire Building Additional Assistance (setup, cleanup, etc.)

Number of Adults: _____ Number of Children: _____

Specific details of planned activities: _____

Signature of Individual or Group Representative: _____

Fee: \$ _____ Date Paid: _____ (Form Revised 02/27/2023)