

Stageline SL260 Basic Rental Agreement

Reservations can be made at the Community Center office (226-4128)

Date of Function: _____ Event Description: _____

Event Start Time: _____ Event End Time: _____

Name (POC): _____ Squadron: _____ H Phone: _____ D Phone: _____

Cell Phone: _____ Box #: _____ E-mail Address: _____

Stageline SL260 Rental

Cost: \$400 per function* (Includes: delivery to approved location, qualified staff to set-up the stage, and tear-down/removal)

POLICIES:

1. **RESERVATIONS & CANCELLATIONS:** Reservations can be made 90 calendar days in advance at the Community Center Office in Bldg. 973. The Community Center will only accept reservations and cancellations during normal hours of operation. Reservations must be made in person and full payment is required at the time of reservation. Cancellations must be made 5 business days prior to the event in order to receive a refund. **Cancellations with less than 5 business days' notice will receive a 50% refund.**
**If the reservation is made within 5 business days of the event, an additional \$100 charge will be due. The \$100 fee will be waived if 4 volunteers are provided by the customer for set-up and tear-down.*
****Reservations made less than 72 hours before the event WILL NOT be accepted.**
2. **DELIVERY/SET-UP TIME:** The Stageline SL260 is available for delivery and set-up Monday through Friday between the hours of 0800 and 1700. In special circumstances, the Stageline can be placed in advance of the event. Customer must specify in writing the desired set-up time and location. Set-up and tear-down each take approximately 4 hours.
3. **AUTHORIZED/UNAUTHORIZED USE OF EQUIPMENT:** Patrons are prohibited from charging fees or seeking donations from attendees unless the event is an approved fundraiser IAW AFI 34-101. Please contact the Private Organization Monitor in advance for more information at 226-2777.
4. **SET-UP AREA REQUIREMENTS AND LIMITATIONS:** The trailer requires a 14 ft. high and 9 ft. wide clearance for entry into the desired location. The Stageline SL260 at its most basic set-up is 24 ft. long, 32 ft. wide and 30 ft. tall. The Stageline must have a minimum 5 ft. clearance from power lines and tree branches. The Stageline must be placed on a solid surface such as cement or pavement. Placing the Stageline on an unstable surface such as grass or sand may incur a surcharge for stabilizing steel plates, if such equipment is necessary to secure the stage. Please let the Community Center know what the ground surface condition will be at the desired location.
5. **WEATHER CONSIDERATIONS AND LIMITATIONS:** The Stageline SL260 cannot be set-up when winds are above 60mph with windwalls, nor 90mph without windwalls. Rain is not a problem.
6. **SMOKING:** Smoking is not permitted inside any Government facility or within 50 ft. of any exterior entrance. If the Stage is set-up outside, smoking is allowed, but customer is responsible to ensure cigarette butts are not left on the stage.

CUSTOMER RESPONSIBILITIES FOR USE:

1. **DAMAGE:** Customers are financially liable for any damages to the Stageline SL260 due to misuse or abuse. The customer agrees to identify to the Community Center staff any and all damages caused to the Stageline during rental of the equipment.
2. **SUPERVISION OF YOUTH:** Parents, guardians, and event sponsors are required to provide adequate supervision for youth 16 years and younger who will be on the stage.
3. **TRASH:** All trash must be removed from the stage and properly disposed. If the Stageline SL260 is not cleaned, the customer will be charged a \$100 cleaning fee.
4. **COORDINATION:** Customer is responsible to coordinate the location and set-up time with the Community Center and with the location POC.

COMMUNITY CENTER RESPONSIBILITIES:

1. **COORDINATION:** The Community Center will coordinate with 35 LRS the movement of the stage to and from the customer's desired location.
2. **SET-UP:** The Community Center will arrange for qualified workers to set-up and tear-down the Stageline. Per Policy 1, reservations made 5 business days or less before the event will incur an additional \$100 charge. The fee will be waived if 4 volunteers are provided by the customer for set-up and tear-down.

I HAVE READ EACH ITEM ABOVE AND FULLY UNDERSTAND ALL TERMS, CONDITIONS, AND RESPONSIBILITIES OF THIS RENTAL AGREEMENT AND AGREE TO COMPLY WITH ALL OF THE ABOVE:

Customer Signature

Date

Community Center Signature

Date

Please contact the Community Center during normal business hours at 226-4128 with any facility issues. For afterhours emergencies, please contact the facility managers at 080-2832-3272.

For Internal Use Only: Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card Receipt #: _____ Entered into calendar (initial here) _____
LRS Contact Date: _____ Set-up Date/Time: _____/_____
Auto Complex Contact Date: _____