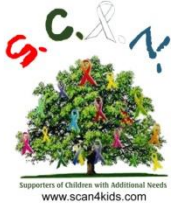


BIRTHDAY PARTY RENTAL AGREEMENT

1. Groups are responsible for any and all damages to the facility, property and equipment caused by actions that occur during the rental period.
 2. Groups assume full and complete responsibility for any and all injuries and accidents to persons that occur during the use of the facility and agree to responsibility for the safe and orderly conduct of all persons within the facility.
 3. Disorderly or inappropriate conduct will not be tolerated. Children must be supervised by an adult at all times at a minimum ratio of one adult to every five children.
 4. Alcoholic beverages, drugs, and smoking are not permitted within the facility.
 5. Possession of knives, guns, or any weapon is not permitted within the facility.
 6. Set-up preparation for the facility rental is included in the rental time.
 7. All food and beverages must be kept in the party area. **Absolutely no food or beverages are allowed in the computer area.**
 8. Deposit is due at the time of the rental with the remainder due **One Week** prior to the rental date. Deposits will be forfeited for cancellations of less than **7 days** notice.
 9. The party area must be cleaned up and all trash taken out by the end of the rental period.
 10. SCAN Education & Activity Center staff has the final authority on the safety and use of property and equipment.
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BIRTHDAY PARTY RENTAL AGREEMENT

With my signature, I agree to abide by the following rules and regulations of SCAN Education & Activity Center and assume responsibility for my group to do the same. By signing I release all staff, board and volunteers of liability for injuries, accidents and loss of property. I also accept financial responsibility for any damages to facility or equipment.

Signature/ Date

Print Name

Contact Name _____

Member:
YES ____ NO ____

Address _____

City/State/Zip _____

Phone _____

Date
Requested _____ Child's Name/Age _____

Estimated Number of Children _____

Office Use

Received by _____

Date _____

Deposit _____

Due one week prior to party _____ Date _____