

Room Rental Request



We offer our Small Gym space for rent to PIC families, staff, or alumni families for a fee of **\$100 for a minimum of 3 hours**. Rental time includes setup time, event and event clean up time. Longer events may be permitted. Payment is due one week prior to the event. All events require a scheduled PIC staff person to be onsite from arrival to staff departure time. They are paid at a rate of **\$25 per hour in cash**. PIC will schedule the event staff person.

All events require a **separate \$50 refundable check** deposit to reserve your date. Please bring the check and your form directly to Julie Wesenberg on the ground floor of the Spruce Building or put it in the mailbox attached to the railing in the corner near the Sweet Building entrance. After your event, the deposit check will be destroyed as long as there was no damage to the space or our property and everything was cleaned sufficiently.

Name _____

Address _____

City _____ Zip _____

Phone (day) _____ Phone (cell) _____

E-mail _____

Event date _____

Arrival time _____ Event Start time _____ Event End time _____ Staff Departure Time _____

Type of Event: Birthday Party (Child's age ____) Family Gathering
 Community Meeting Class/Workshop

Relationship: PIC Family PIC Employee PIC Alumni Family Community organization

RULES and REGULATIONS

Only the designated room (Stucco or Small Gym) may be used during event. Birthday parties in the Small Gym are for children ages 5 and under. Attendees may not enter any other portions of the facility at any time. No alcohol, amplified sound or helium balloons permitted. One car can park on the blacktop. Violation of any of these rules or damage to any property will result in loss of deposit.

Renter Responsibilities

- Adhere to rules and regulations listed above
- Trash removal
- Fold and store tables and chairs
- Return room to previous state, toys put away

PIC Staff Responsibilities

- Open/disarm alarm/close facility
- Oversee safety and maintenance of facility
- *(PIC staff are not responsible for child care, set-up or entertainment during party.)*
- Assist with clean up (sweep/vacuum & mop)

I agree on behalf of the above indicated individual and/or organization that all persons who come onto the Center's property for this use will observe the Parent-Infant Center's Rules and Regulations. I agree that I/we have received a copy of the Parent-Infant Center's Rules and Regulations.

Signed: _____ Date: _____

INDEMNIFICATION/HOLD HARMLESS

I agree on behalf of the above individual and/or organization that we, individually and/or as an organization, will assume entire responsibility and liability for any and all damage or injury of any kind or nature to any persons or to property, real or personal, including adjoining property, caused by or resulting from the use of the premises and facilities of the Parent-Infant Center, and we agree to indemnify, defend, and hold harmless the Parent-Infant Center, its agents, members, and/or its employees from and against any and all claims, suits, actions, liability, loss, expense (including, but not limited to, litigation and settlement costs and counsel fees and expenses), damage or injury occasioned wholly or in part by our act or omission or negligence, or the act or omission or negligence of any of our guests or contractors, except for any liability, loss, expense, damage, or injury to persons or property arising from any gross negligence or willful misconduct on the part of the Parent-Infant Center, its agents, members or employees.

Signed: _____ Date: _____

INSURANCE

Please produce a certificate of general liability insurance that names the Parent-Infant Center as an additional insured, in limits that match the Parent-Infant Center's [for organizations] or, if an individual, a certificate of homeowner's/renter's insurance naming the Parent-Infant Center as an Additional Insured for the event (including the date and time) with limits of at least \$100,000 Combined Single limit for Bodily Injury and Property Damage, whenever such insurance is available.

The Parent-Infant Center reserves the right, in its sole discretion, to deny or limit use, or to rescind permission to use, the Parent-Infant Center's facilities.

COVID-19 addendum

Please note that by holding and attending any gathering of people indoors in close physical contact, there is a risk of contracting COVID-19 as the virus can be transmitted by persons who are not symptomatic and/or prior to showing signs of infection. You are responsible for communicating with your guests about COVID related issues, and your guests take the risk of getting sick and not being able to attend school or work. Initial here that you understand _____. Stay safe and enjoy your event!

Please contact Julie Wesenberg at jwesenberg@parentinfantcenter.org for further details.

Office use only: Rental fee payment date: _____ check number/credit card _____ Staff member: _____ Deposit fee payment date: _____ check number _____ Deposit fee return _____
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