

Rental party agrees to the following:

1. A Partial Payment (\$50 payment or half of total rental amount, whichever is greater) is required to reserve the date.
2. Final Payment is due at least **two weeks** prior to the event, or the reservation is no longer valid.
3. A Refundable Deposit is due when key fob is given to renter, approx. 1 week before event. (Usually \$50 deposit, weddings require a \$200 deposit.) *Make checks payable to Armory Youth Project (AYP).* Deposit will be returned if facility is appropriately cleaned, key fob returned, and no damage.
4. Cigarettes, illegal drugs and controlled substances are NOT permitted outside or inside the Armory Youth Project premise.
5. If alcohol is to be served at the event, it must be served by Licensed Bartender and proof of liability insurance provided to AYP Office prior to the event.
6. A Secure Entry process is used at the Facility. Lockdown Facility Procedures (entry &/or exit) will be enforced M-F from 8 AM to 6 PM, should local officials declare an emergency situation in the vicinity.
7. Renter is responsible to interface with the community and volunteers for this event, if needed. Examples include phone calls, set up / tear down, advertising and ticket sales.
8. If renting the kitchen, renter, or person working in the kitchen for the renter, is required to follow The Kitchen Addendum which contains the food preparation requirement and clean up checklist. Proof of Caterer's License, or ServSafe certification, if applicable, will be provided to the Office prior to the event.
9. If event is open to the public, renter is responsible to have completed background checks, at own expense, for all instructors, volunteers, etc, that will be working with youth during the rental agreement timeframe. With the expectation that copies will be provided to AYP if requested for validation. Also, it will be the renter's responsibility to handle any complaints and legal expenses.
10. I understand if snow removal is needed in the fenced blacktop area, I am responsibility to engage and pay the AYP Contractor.
11. Before leaving the building after the event, the renter will:
 - a. make sure the areas utilized are clean, i.e.: chairs/tables cleaned, floors swept, etc.
 - b. make sure the tables, chairs, and other items are put away in their original area.
 - c. make sure, if the Kitchen is utilized, that the clean-up check list is followed.
 - d. make sure, if the Kitchen is utilized, that fans, appliances and lights are turned off.
 - e. make sure that the bathrooms have been checked.
 - f. make sure that trash/garbage has been removed and placed in the designated dumpster.
 - g. make sure the lights have been turned off.
 - h. lock all doors (including security bars) and if applicable, the gate to fenced blacktop area.
12. Failure to comply with this agreement could result in additional fees or loss of future use of facilities.