

READ BEFORE SIGNING

Application for use of Phelps County Dream Center

DATE _____

The undersigned does hereby make application to use the designated facilities and does further agree to pay all fees, costs, expense and related items set forth and does further agree to abide by the regulations approved by the Board of Phelps County Phelps County Dream Center, hereafter known as Dream Center, as attached hereto and incorporated herein. (Please print)

Name: _____

Address: _____

Telephone: Home _____ Cell _____

Type of Function: _____

Number of people at function: _____

Dates and times requested: (This paperwork to rent and the damage deposit (\$50) must be completed at least one week in advance to rental date. If a 48-hour cancellation notice is received to 573-435-4285, deposit will be refunded. Items that the renter needs should be provided to Phelps County Dream Center at the time of deposit and return of this completed agreement.)

Date(s): _____ From _____ a.m. to _____ a.m.
_____ p.m. to _____ p.m.

Application is not effective until approved by the Board designee of the Dream Center and may not be assigned.

Phelps County Dream Center

Renter

Insurance: (yes or no)

____ Liability insurance is available through a policy held by renter's organization which will list Phelps County Dream Center as an additional insured if anything happens requiring a claim. A certificate of insurance is being provided.

Check rooms you wish to use: Two hours Daily rate (8 hours) **For office use:**

____ Kitchen rental	\$35.00	\$125.00	Date:
____ East Classroom	\$35.00	\$125.00	Amount Received \$
____ West Classroom	\$35.00	\$125.00	Payment Method:
____ Lobby/reception	\$35.00	\$125.00	

Damage deposit: \$50 damage deposit will be refunded if no damages are incurred. Cleaning (fee may be waived): \$35 per room

REGULATIONS GOVERNING THE USE OF THE DREAM CENTER

In order to establish control concerning the use of the Dream Center by outside groups the following regulations shall apply:

SECTION 1. An application for use of the facilities shall be filed with the Dream Center, who shall schedule the use of the resource facilities. The Dream Center shall have priority over all other activities.

SECTION 2. The Dream Center shall have the right to cancel a reservation or refuse a request for the use of the facilities at any time if they decide it is in the best interest of the Dream Center.

SECTION 3. No apparatus or equipment shall be brought into the building without prior approval.

SECTION 4. No fee shall be charged for admission to any function held in the building except with special permission from the Dream Center Board designee.

SECTION 5. The Dream Center shall at no time and for no purpose surrender its control of the building. All meetings to be held in the building shall be held with the approval for use from the Dream Center and no use of the building will be granted which may interfere with the ordinary functions and purpose of the building.

SECTION 6. The person whose signature appears on the application shall be responsible for fulfilling the provisions of these regulations. That person shall be responsible for the proper use of the facilities and the orderly conduct of the meeting.

SECTION 7. Rental of the building shall be restricted as follows:

- A. No tobacco/smoking in building
- B. No alcohol beverages on premises
- C. Abusive or foul language, violent behavior and drug abuse are strictly prohibited on the premises; any person exhibiting such behavior will be required to leave the premises
- D. Adults and children must remain in assigned meeting room
- E. Sex-specific restrooms are to be used by members of the designated biological sex only
- F. No decorations or signs shall be put on walls or ceilings, including no tape, glue, tacks, pins or nails in the walls, floors, ceilings or any other surface. Banners in/on designated areas only. Simulated smoke machines are not allowed.
- G. Table coverings shall be taped only underneath tables: not on sides
- H. All items brought in for your event including caterer's and disc jockey's supplies/equipment must be out of the building by end of scheduled time (prior approval to bring in equipment is required)
- I. No deep frying allowed indoors
- J. No candles or open flames
- K. No foreign substances allowed on floor
- L. Depositing of trash in dumpster is mandatory by renter
- M. Paper products and trash bags are not furnished
- N. When tables and chairs are used, please leave in place and clean under and around them
- O. The applicant is responsible for the adult supervision of all minors. It shall be the liability of the parent or guardian for any violations by the minor. Children 8 years or younger must be supervised at all times by a person 16 years or older.

- P. The renter shall require proof of general liability insurance naming the Dream Center as an additional insured for any recognized group and a hold harmless agreement from any individual. In the event that the recognized group cannot obtain insurance, they must sign a hold harmless agreement for all members of the group. The Dream Center serves the right to deny use if one or both of the above listed requirements are not met.

SECTION 8. Any damages noticed or not left properly cleaned upon first entering the Dream Center should be reported immediately to the Dream Center by leaving a message on the phone, 573-458-6989.

SECTION 9. Renters shall be responsible for any damage to the facility and will be charged for any damages caused to the building or for any unusual cleaning that may be required.

SECTION 10. Renter is responsible for actions and damages of guests, caterers, bands, etc.

SECTION 11. Groups must agree to adhere to all rules listed and pay required charges in advance.

SECTION 12. Board of the Dream Center may adjust charge for use of facility based upon:

- A. Extent of use
- B. Cost of servicing the facility
- C. Community advantage arising from the use

SECTION 13. Unapproved persons shall not use any of the equipment belonging to Dream Center.

SECTION 14. Forty-eight (48) hours cancellation notice is required for refund.

SECTION 15. The building closes at midnight or time specified on your permit.

SECTION 16. Approval/denial of security deposit will not be refunded until the Board designee of the Dream Center has approved which will be within one week of events. Any groups/individuals who fail to meet existing regulations regarding facility use are subject to forfeiture of deposit.

SECTION 17. Checklist to be completed and signed before leaving the Dream Center (all renters). Check list is printed on a flier in the kitchen. Pick up key by arrangement. Key is to be returned to the Dream Center after use.

SECTION 18. Fees for use of the building shall be as listed on page 1. All fees and deposits are due at the time of reservation.

SECTION 19. Renter must be at least 21 years old to request facility rental.

SECTION 20. The Dream Center is a ministry that espouses Christian values and beliefs as found in the Bible. The Dream Center facilities may not be used for activities that contradict, or are inconsistent with the mission of the Dream Center and its beliefs, as summarized on its website:

<https://www.phelpscountydreamcenter.org/statement-of-beliefs.html>

First, the Dream Center may not in good conscience materially cooperate in activities or promote beliefs contrary to its faith. Second, the Dream Center must present a consistent public witness to the community through its stewardship of its property. Therefore, only events consistent with the Dream Center's religious beliefs, as determined by its board of directors, shall be permitted.

USER ACKNOWLEDGEMENT

User acknowledges that the planned use of the facility does not violate the Dream Center's statement of faith. User agrees to abide by the Dream Center's rules of conduct for facility use, as stated above, and as described in any additional instructions by Dream Center staff.

Please initial to acknowledge understanding of rules and expectations _____.