

# Foundation Builders - Room Rental Agreement

This Agreement is between Foundation Builders Servants Outreach (“Facilitator”) and \_\_\_\_\_ (“Renter”) for temporary use of the designated rental space.

## Rental Information

Room/Event Space: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Rental Rate: \$ \_\_\_\_\_ /hour

Deposit Amount: \$ \_\_\_\_\_

Memberships Continue During Rental? YES / NO

Private Facility Fee (if applicable): \$ \_\_\_\_\_

## Payment & Deposits

A valid card must remain on file. Renter authorizes charges for rental fees, overtime, damages, cleaning, unauthorized access, or other violations.

Deposits are refundable if cancellation occurs 14 or more days before the event. Cancellations within 14 days forfeit the deposit.

Events extending beyond regular operating hours are subject to an additional fee of \$ \_\_\_\_\_ per hour.

Unauthorized access into another part of the facility will result in an additional \$100 charge to the card on file - verified through security cameras.

## Facility Use Policies

- Rental applies only to the listed space and approved equipment.
- Additional areas/equipment require prior approval and may result in extra fees.
- Foundation Builders reserves the right to continue memberships, rentals, programs, and use of other facility areas during your rental unless otherwise agreed upon.
- Employees and staff may enter rental spaces at any time.
- Parking is allowed in designated parking areas only, including during unloading/loading.
- Noise must remain at respectful talking levels. Music must not interfere with other activities.
- No alcohol, smoking, vaping, drugs, pets, flames, candles, or fires are permitted except in designated BBQ areas.

- All state and local Wyoming laws must be followed.
- Occupancy may not exceed \_\_\_\_\_ people.

## **Cleanup & Damages**

Renter is responsible for cleanup, trash removal, restoring furniture, and damages caused by guests or vendors. Cleaning fees may apply. Each room as well as the janitor's closet have a cleaning list posted. Failure to complete the cleanup checklist may result in a cleaning fee of \$20-100 per hour, charged to the card on file depending on the time. Damages are the renter's responsibility - any damage to facility, equipment, or property occurring during the rental period will be charged to the card on file for the cost of repairs and or replacement.

## **Safety & Liability**

All participants must sign a Facility waiver or provide proof of event insurance listing Foundation Builders Servants Outreach as additionally insured. Event Insurance is required for main floor and outdoor barn rentals.

Renter assumes full responsibility for all guests, vendors, and activities during the rental period and agrees to indemnify and hold harmless Foundation Builders Servants Outreach, its board, staff, volunteers, and affiliates from any claims, injuries, damages, losses, or liabilities to the fullest extent of the law.

## **Security & Access**

The facility is monitored by security cameras at all times. By signing this agreement, the renter acknowledges and consents to video monitoring for safety, security, and policy enforcement.

Door Code/Key Issued: \_\_\_\_\_

Unauthorized access to restricted areas may result in an additional fee of \$100.

If the renter exceeds the agreed-upon rental time, there will be an additional charge of \$100 per hour, charged in full-hour increments which will be automatically charged to the card on file. This agreement will remain in full effect until all outstanding charges and fees are paid in full.

## **Signatures**

Renter Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_