



## Rental Terms & Conditions

- The primary account holder making a room reservation must be at least 18 years of age or older.
- Residents of Shorewood cannot apply for, rent, or reserve the facility for a non-resident. Non-residents must apply directly. This agreement is not transferable.
- Permits, if applicable, will only be issued in the name of the Renter who will be the responsible party for all communication, floor plan(s), insurance, and the day of the rental.
- Disrespectful behavior including but not limited to vulgarity, threatening actions, and verbal misconduct towards staff, volunteers, members of your party, or any building guests will not be tolerated in any manner.
- **Facility Use:** The premises may be used only for hosting events.
- **Condition:** Renter shall - at all times - keep the premises, fixtures, and any rental equipment therein, contained in good order, condition, and in a clean, sanitary, and safe condition. Renter shall not permit any waste, damage, or injury to the premises. Renter shall notify event center staff immediately upon the failure of equipment or any damages.
- **DAMAGE DEPOSIT & BREACH OF CONTRACT:** a refundable damage deposit/breach of contract is due once your rental reservation request has been approved.
- **Additional Fees and/or damage deposits may be required for unique set-up or decorations.**
  - Renter is liable for any damage done to premises. If repairs or replacement costs exceed the damage deposit, Renter will be responsible for the excess amount, and charges will be made. Additional causes that would result in withholding return of damage deposit include, but are not limited to:
    - Items that are broken, lost or stolen
    - Cleaning costs exceeding the allowable amount
    - Fire alarm system is activated unnecessarily
    - Other extraordinary events or circumstances
  - A Breach of Contract occurs if hours are exceeded:
    - The damage/breach of contract fee will be charged if the Renter takes possession prior to designated time and/or if the building and property are not vacated by 12:00 midnight or scheduled time. The renter, guests, and all their service providers (i.e., caterer, DJ, etc.) must be out by 12:00 midnight. For your protection, your guests should be notified of these hours.
  - Submitting a desired floor plan or modifying a submitted floor plan within two weeks of your rental may result in additional fees.