



Building Use Rental Form

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Reason for rental: _____

Date of rental: ____/____/____ Time of rental: _____

Rooms Needed (Check all that apply):

New Gym _____ Old Gym _____ Computer Room _____

Commons Area _____ Conference Room _____ Art Room _____

Pool (must provide lifeguards) _____

Equipment Needed (Check all that apply):

Tables _____ Chairs _____ Gym Floor Tarped _____ Mic/Speaker _____ Basketballs _____

Other (Specify) _____

This form and a \$125.00 deposit must be submitted within 72 hours upon request to rent Lincoln Community Center (LCC). This does not include an hourly rent rate. Failure to do so will null and void the agreement. A 72-hour cancellation notice is needed to cancel contract and receive a full reimbursement of the deposit. All renters must clean each area after use. If the tarp was used, it must be swept and folded. Tables must be wiped down for storage. Chairs must be wiped down and folded. Pool rentals require 3 currently licensed lifeguards with identification per event.

By signing, the party does agree to indemnify, defend, and hold harmless the Lincoln Community Center, its agents, officers, patrons, and employees from and against all responsibility and liability arising from or connected with any activities in conjunction with rental of all property of Lincoln Community Center.

Renter's Signature: _____ Date: _____

Staff Initials: _____ Date: _____