



# OASIS Rental Agreement

In conjunction with renting the OASIS Senior Center, I agree to the following:

## **Rental Time:**

- I understand that no one in my party (including entertainers, caterers, volunteers, etc.) is allowed access to the room or courtyard prior to the start of my rental time
- I understand that all members of my party (including entertainers, caterers, volunteers, etc.) must be cleaned up and out of the room by my stated rental end time
- I understand I will be additionally charged for any amount of time I or anyone associated with my rental uses the facility before and/or after the times on my reservation request form

## **Cleaning & Damage Assessment:**

- I understand that either I or my caterer are responsible for cleaning all appliances and surfaces of the OASIS kitchen following my event
- I understand that all trash must be put into trash cans and not left on the floor or in the courtyard
- I understand that event staff will go over a cleaning checklist only after everyone in my party has cleaned up and that this will be a preliminary cleanup/damage assessment
- I understand that the final cleanup/damage assessment will be completed within five business days after my rental, and I will be given notice at this time whether or not my security deposit will be refunded

## **Other:**

- I understand that the Rental Request, Facility Use Agreement and OASIS Agreement must be in the name of the primary customer (with the exception of the mother or father).
- I understand any alcohol on facility grounds during a special event without prior approval will result in immediate termination of the event and possible police involvement
- I understand OASIS staff is onsite during my event to setup facility tables and chairs and provide assistance in an emergency. Additional needs (food service, decorating, cleaning, etc.) are my responsibility
- I understand if I choose to use any professional services (catering, DJ, florist, entertainment, event supplies, etc.), I must provide their contact information within 30 days of the event
- I understand there is a fee for using the AV equipment in the Event Center. OASIS staff will assist with setting up and running the A/V during my event
- I agree to not use nails, glue, tape, glitter, petals of any kind (real or fake), and/or confetti
- I understand the use of candles requires prior approval
- I understand that failure to comply with the above rules as well as the Facility Use Agreement may result in the forfeiture of my security deposit and/or termination of my event

Renter's Name: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

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