LCC RENTAL ROOMS AGREEMENT:

 ACCESS TO THE KITCHEN IS OFF LIMITS ALWAYS, IT IS A LIABILITY ISSUE. HOWEVER, WHEN USING OUR VENUE, YOU MAY BRING IN YOUR OWN FOOD AND BEVERAGE. THIS APPLIES ONLY TO THE ROOM YOU HAVE RENTED. YOU ARE NOT ALLOWED TO USE OTHER ROOMS IN THE FACILITY. YOU ARE ON CAMERA.

RENTER IS RESPONSIBLE FOR SET-UP AND TAKE DOWN, LEAVING THE ROOM AS IT WAS UPON ARRIVAL. WE GIVE ALL RENTALS ½ HOUR FREE FOR SET UP, AND ½ HOUR FREE FOR TAKE DOWN. CLEAN UP AND EXIT THE BUILDING IN THIS TIME FRAME. IF YOU DO NOT EXIT THE BUILDING IN THE FREE TIME, YOU WILL BE CHARGED FOR THE FULL HOUR OF YOUR ROOM YOU RENTED. REMOVE ALL TRASH AND DISPOSE OF IN THE DUMPSTER BEHIND THE CENTER. IF NOT DONE YOU WILL BE CHARGED A $25.00 SERVICE FEE.

A $50.00 NON-REFUNDABLE DEPOSIT IS REQUIRED AT TIME OF BOOKING YOUR EVENT. THIS FEE WILL BE INVOICED. THE REMAING BALANCE MUST BE PAID IN FULL SEVEN DAYS BEFORE THE EVENT, OTHER WISE YOUR EVENT WILL BE CANCELLED.

WE ACCEPT ALL FORMS OF PAYMENT, CASH, DEBIT CARD, CHECK, AND CREDIT CARDS. WE CHARGE AN ADDITIONAL 3% TRANSACTION FEE FOR ALL CREDIT CHARGES OVER $250.00.

PLEASE SIGN AND DATE BELOW: (Revised Aug. 18,2021)

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_