



FRIENDS OF MARY C. O'KEEFE CULTURAL CENTER OF ARTS & EDUCATION

ROOM RENTAL CONTRACT

Renting Organization: _____ Individual Name: _____
 Address: _____ Email Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone (W) _____ (Cell) _____ (Fax) _____

This contract is made and entered into this _____ day of _____, 20____, between the Friends of Mary C. O'Keefe Cultural Center of Arts & Education Corporation, hereinafter referred to as FMCOK and _____, hereinafter referred to as "Renter" and shall abide by the following stated terms:

1. Renter hereby contracts with FMCOK to rent the following room: _____ for the purpose of _____, for the following dates and times:

<u>Date</u>	<u>Times needed</u>	<u>Total hours</u>	<u>Hourly rental rate</u>	<u>Daily charge</u>
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

2. The Renter agrees to provide a **\$50 security deposit** (check to be mailed within 14 days) to hold the room. This check will be held by FMCOK and not deposited before the rental period. If there are damages made to the room during the rental period, this deposit will be used to pay for said damages (If damage is more than \$50, Renter will be billed difference). Otherwise, the check will be returned to the Renter at the end of the rental period.
3. \$20 fee for checks from the Renter returned to FMCOK as "insufficient funds", in addition to amount owed.
4. The Renter understands that no nails, scotch tape, masking tape, thumb tacks, etc may be used on the walls. All tables, chairs or other equipment will be lifted instead of dragged across the hardwood floors. FMCOK will furnish available chairs, tables, or display easels upon request, at no further charge.
5. The Renter acknowledges that they may not sell alcoholic beverages at the facility to the general public unless given written permission by FMCOK. The seller must be properly licensed and bonded by the State of Mississippi. Proof of license and bonding must be provided. Groups are permitted to bring alcoholic beverages for their personal consumption only.
6. The Renter acknowledges that no smoking is permitted anywhere within the facility.
7. The Renter agrees to hold the FMCOK, its Board, staff and volunteers free from any liability in the event of theft, accident, and injury to self or personal belongings while at the Mary C. O'Keefe Cultural Center.

Signed: _____ Print name: _____ Date: _____
 Renter

Signed: _____ Print name: _____ Date: _____
 FMCOK representative

OFFICE USE ONLY

Security deposit: CK# _____ CASH _____
 Amount rental paid: CK# _____ CASH _____