

ADDENDUM C
LANCASTER COMMUNITY CENTER USER AGREEMENT
PROVISIONS OF AGREEMENT

User agrees to comply with all conditions set forth in this Agreement and the current Policy and Procedure Manual.

Name of User _____

Cell Phone _____ Email _____

Purpose of event _____

Area(s) Requested: Gymnasium Public Meeting Room
 Senior Center Whole Building

Requested day(s) & date(s): _____

Requested time(s) – include set up and clean up: _____

Expected number of participants _____ (A minimum number of participants may be required for certain activities such as classes. Failure to meet the minimum number of participants may result in cancellation of same by either the LCC or the User, at their discretion.)

User Fees in the form of checks or cash payable to the Town of Lancaster based upon any of the following criteria. Approval by HHS Director and /or Designee required.

- a. _____ % to LCC and _____ % to User, or
- b. Set amount of \$ _____ to LCC for the entire block booking or event, or
- c. Set amount of \$ _____ to LCC per invitee per class or event.
- d. Other _____

Resume, credentials, proof of insurance, and background checks, CORI, may be required for activities such as classes and *must* be submitted with this request form.

Security Deposit may be required, fee to be determined by HHS Director \$ _____

All licenses and permits are the responsibility of the renter.

All keys, electronic fobs, or other means of accessing the building must be returned at the conclusion of the User Agreement.

The Town of Lancaster reserves the right to terminate this agreement at any time.

USER

LCC

DATE: _____

Office use only:

- Fee paid. Fee to be paid later. Fee waived. Security Deposit
- Proof of Insurance. Proof of CORI. Resume'/Credentials provided.
- Licenses and permits obtained by renter for example Entertainment, camp, Board of Health